

INDIANA
WESLEYAN
UNIVERSITY

GLOBAL ENGAGEMENT

Education Abroad Programs

Policies & Procedures Manual

Global Engagement Office
Barnes Student Center, Suite #260
global@indwes.edu
myiwu.indwes.edu/directory/global
765-677-1054

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¹ The content in this manual was written and assembled to assist IWU-Marion faculty/staff leaders develop and lead effective international Education Abroad program experiences, and support students in the off-campus learning environment. This manual was created in adherence with IWU Off-Campus Travel Policy:

(<https://myiwu.indwes.edu/directory/businessaffairs/riskmanagement>).

IWU strives to adhere to the *Standards of Good Practice for Short-Term Education Abroad Programs* as established by The *Forum on Education Abroad*, recognized by the U.S. Department of Justice and the Federal Trade Commission as the Standards Development Organization (SDO) for the field of education abroad (www.forumea.org). All Education Abroad program personnel (i.e., faculty/staff leaders, students, and support staff) are expected to comply with the policies and procedures outlined in this manual.

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Global Engagement Office Overview

Indiana Wesleyan University is a Christ-centered academic community committed to changing the world by developing students in character, scholarship, and leadership. The primary value for IWU is Christlikeness, and the challenge to follow Christ compels us to pursue a personal and professional lifestyle of commitment, leadership, service, stewardship, innovation, and diversity.

We seek to be a truly great Christian university serving the world.

As an educational institution, **Indiana Wesleyan University** has been rooted *locally* in Marion, IN for nearly a century, but our scope also extends *nationally* and *globally* as we seek to fulfill our mission and vision to be a truly great Christian university serving the world.

Established on the IWU-Marion campus in 2012, the **Global Engagement Office** (GEO) is an academic support office that seeks to fulfill IWU's mission and global vision by:

- (1) *Facilitating Education Abroad Opportunities for Students, Faculty, and Staff;*
- (2) *Facilitating Education and Exchange Program for International Students and Scholars;* and
- (3) *Facilitating Strategic Global Initiatives that Enlarge our Scope as an Academic Institution.*

Education Abroad Programs²

Education Abroad programs are approved according to academic policies and structures, and they are reviewed regularly to ensure that learning outcomes are being met appropriately. Education Abroad programs are also approved by the Office of Risk Management and Compliance to ensure international travel, health, and safety precautions are being followed.

IWU adheres to the standards of good practice for education abroad as defined by the Forum on Education Abroad (www.forumea.org).

Education Abroad Programs include:

- *Travel Classes* – courses taught by IWU faculty that take place in international locations
- *Intercultural Fieldtrips* – off-campus credit-bearing experiences led by IWU faculty
- *International Internships, Student Teaching, Practicum Experiences* – independent experiences that fulfill program requirements in international locations

² *Education Abroad* is defined by *The Forum on Education Abroad* as: "Education that occurs outside the participant's home country. Besides study abroad, examples include such international experiences as work, volunteering, non-credit internships, and directed travel, as long as these programs are driven to a significant degree by learning goals." (www.forumea.org). These types of learning experiences are referred to by George Kuh as "high-impact educational practices (Cf. George Kuh, *High-Impact Educational Practices: What They Are, Who Has Access to Them, and Why They Matter*. www.aacu.org.) Two of Kuh's ten practices are "Diversity/Global Learning" and "Service Learning."

- *Global Service Learning Teams*³ – opportunities to serve and learn with a team led by IWU faculty/staff in an international location (not credit-bearing)
- *Summer/Semester Abroad Programs* – a series of credit-bearing courses that are taken in an international location under the guidance of IWU faculty and/or affiliate program providers (see Appendix M for a list of approved Affiliate Semester Programs)

Contact Information

The **Global Engagement Office** is located in the Barnes Student Center, office suite 260.

Phone: 765-677-1054

Email: global@indwes.edu

The primary contact person for questions regarding Education Abroad Programs is the *Coordinator of Education Abroad* whose office is located in the GEO (765-677-5313).

The *Dean of Global Engagement & Strategic Initiatives* and other GEO staff are also available to answer questions regarding Education Abroad Programs policies and procedures.

³ Previously referred to as “World Impact Teams,” Global Service Learning Teams are non-credit-bearing global service learning experiences that may fulfill the Intercultural Experience General Education requirement. *Global Service Learning* is defined as: “A structured academic experience in another country in which students (a) participate in an organized service activity that addresses identified community needs; (b) learn from direct interaction and cross-cultural dialogue with others; and (c) reflect on the experience in such a way as to gain further understanding of course content, a deeper understanding of global and intercultural issues, a broader appreciation of the host country and the discipline, and an enhanced sense of their own responsibilities as citizens, locally and globally.” (Robert G. Bringle, Julie A. Hatcher, Steven G. Jones, eds. *International Service Learning: Conceptual Frameworks and Research* [Sterling, VA: Stylus, 2011], 19).

Program Approval & Promotion

Program Approval

Proposal Process

All Education Abroad programs require a proposal process that is reviewed/approved annually by Direct Supervisors or Division Chairs, Deans, the Global Studies Committee, the Dean of Global Engagement & Strategic Initiatives, and the University Global Initiatives Council. Proposals include such things as: site review (for first time programs), budget, summary of activities, learning outcomes, and in-country partnering organization.

The proposal process should be initiated at least one year prior to the anticipated travel dates and must be reviewed/approved each subsequent year. See *Appendices A, B, C, and D* for proposal forms.

Leadership for Group Travel

Education Abroad programs that include group travel (i.e., Intercultural Fieldtrips, Travel Classes, and Global Service Learning Trips) must include at least 2 trip leaders who are IWU employees.⁴ Exceptions may be made for trip leaders working with organizations that provide 24/7 staff support during the trip. Family members may travel with the group if approval is given by the appropriate parties.

Travel Class Proposals

With regards to the Travel Class approval process, any course in the University catalog may be proposed in a Travel Class format, as long as there is valid curricular rationale for why the course should be offered off-campus in an international context. The Travel Class proposal should demonstrate curricular need and pedagogical coherence. A course not in the University catalog may be proposed as a Travel Class under a specific department's category of "special topics" up to three times before the course needs to go through the standard academic procedure related to new course proposals.

Risk Management Approval

Any IWU program that takes students more than 75 miles away from the residential campus and/or include an overnight stay requires additional approval from the Office of Risk Management and Compliance by way of the Horizons online database registration/approval process.

⁴ IWU encourages its employees to participate in IWU-sponsored ministry leadership opportunities focused on domestic outreach and global service/studies. Accordingly, the University provides paid leave time to eligible employees to fulfill this important role with students. For specific details about this employee benefit, see the IWU Employee Handbook.

The Horizons approval process includes:

- Having all participants sign a “Assumption of Risk and Release from Liability” form
- Having all participants sign a “Confidential Traveler Health” form
- Giving all participants the option to sign a “Personal Media Release” form
- Ensuring that travelers are covered by IWU’s international health insurance
- Submitting the addresses of all housing locations utilized for the duration of the Education Abroad program
- Submitting a 24-hour emergency contact name, number, and address
- Registering the trip with the US State Department

The Horizons online application is available at: <https://indwes-horizons.symplicity.com/>

Countries under US State Department Travel Warning, Center for Disease Control Health Notice, and/or US Economic and Trade Sanctions are generally not considered as viable locations for travel; however, faculty/staff may submit a petition in this regard for consideration (see *Appendix T*). IWU reserves the right to cancel an Education Abroad program at any point prior to departure for reasons of safety or other unforeseen circumstances. Furthermore, adverse events in the travel country or other reasons may warrant cancellation of the Education Abroad program at any time. Attempts will be made to reroute the Education Abroad program and/or reimburse program costs that are not already paid by or reimbursed to the University; however, no refund of any travel expenses is guaranteed.

The Risk Management approval and Horizons submission process, is managed by GEO staff on behalf of all Education Abroad program participants.

International Travel Agency

Students, faculty, and staff traveling internationally as part of an Education Abroad program must use an approved professional travel agency when making travel arrangements (see *Appendix K* below for a list of recommended travel agencies).

In-Country Partnering Organization (IPO) & Memorandum of Understanding (MOU)

All Education Abroad programs must include an IPO with whom IWU has an MOU. MOUs are reviewed every 4 years and are kept on file in the GEO.

Examples of IPOs include: travel agencies, educational institutions, churches, and parachurch ministries. IPOs will need to be willing to take responsibility for assisting trips leaders and students with in-country logistical aspects, including: housing arrangements, ground transportation options, meal arrangements, cultural orientation, activities/programming, and providing a contact person in the event of an emergency situation (see *Appendix N* for a copy of a sample MOU).

IPOs need to be willing to take responsibility for assisting trips leaders and students with in-country logistical aspects, including: housing arrangements, ground transportation options, meal arrangements, cultural orientation, activities/programming, and providing a contact person in the event of an emergency situation.

Program Promotion

Only approved Education Abroad programs may be promoted to students.

Faculty/staff leaders are expected to promote their programs and abide by the application deadlines established by the GEO.

GEO staff will coordinate general promotion of all approved Education Abroad programs and are available to assist faculty/staff members with promotional materials and resources.

For Travel Classes, a minimum of six regular-tuition students must be enrolled. Students may audit a Travel Class, but these participants are not included in the minimum six required.

For Global Service Learning Teams, a minimum of six students must be enrolled.

Outside organizations may not promote programs without approval from the GEO.

Participant Eligibility

Student Eligibility

Students must be in good standing with regards to University policies, lifestyle/academic/financial guidelines, and chapel attendance. Students are also subject to secondary approval and background checks as requested by the Office of Risk Management and Compliance.

Students must be 18 years of age by the time of departure for the Education Abroad program. Exceptions to this are only permitted by petition, and other requirements may be required.

Students are required to comply with CDC immunization requirements, pertinent health recommendations for the travel location, and submit the Confidential Traveler Health Information and Emergency Contact form each time they participate in an Education Abroad Program (see Appendix X for sample form). The IWU Health Clinic is available to provide immunizations-

Students will not be discriminated against for a disability; however, some locations are not conducive to the appropriate support level of some disabilities due to different country laws and/or program requirements (examples may include: diving for marine biology, hiking in difficult terrain, lack of refrigeration for diabetic insulin, etc.).

Students participating in Education Abroad programs may be eligible to meet the Intercultural Experience General Education requirement. Contact the program leader or GEO staff for information about specific programs.

Travel Classes, Global Service Learning Teams, Summer/Semester Abroad Programs

- 2.50 minimum cumulative GPA
- Participants must meet application deadlines

Affiliate Semester/Summer Abroad Programs

- Minimum cumulative GPA per the requirements of the affiliate program⁵
- Applicant must be a currently enrolled IWU student on the residential campus
- Completion of 30 IWU credit hours prior to the start of the program
- Applicant must submit the Semester Program Academic Advising form for Academic Advisor support and approval
- Participants must meet affiliate program application deadlines

Additional eligibility requirements, including minimum GPA and prerequisites, may apply to specific Education Abroad programs. Students should contact the program leader or GEO staff for eligibility information about specific programs.

⁵ Students must note that Affiliate program providers can have high minimum GPA requirements. All questions and concerns can be directed to the Education Abroad Supervisor.

Leadership Eligibility

Faculty/staff leadership responsibilities during an Education Abroad program exceed those of traditional teaching and service on the residential campus. Often faculty/staff leaders must serve as mediator, counselor, disciplinarian, administrator, cultural broker, safety and health advisor, crisis manager, purchasing agent, RD, parent, pastor, and public relations point person. The Education Abroad program faculty/staff leader is never truly “off duty” during the program and should recognize the significant level of additional responsibility. It is important for faculty/staff leaders to recognize that they may be held liable if they are negligent in the care of students and are expected to adhere to IWU policy.

International travel experience and previous travel to the proposed location is a requirement in the Education Abroad program proposal process.

Faculty/staff leaders must be employed in good standing at the time of the Education Abroad program and have a current background check on file in the Human Resources Office.

Faculty/staff leaders are required to comply with CDC immunization requirements, pertinent health recommendations for the travel location, and submit the Confidential Traveler Health Information and Emergency Contact form (see Appendix X).

Faculty/staff leaders are required to participate in *Cross-Cultural Leadership Workshops* during the months leading up to their trip (3 workshops in the Fall and 3 workshops in the Spring, led by GEO staff and faculty with significant cross-cultural leadership experience, and video recorded for those who cannot attend). Refresher workshops are required for leaders who take students abroad regularly.

Non-IWU personnel may accompany the group, but must be approved by the GEO and have a current background check on file in the Human Resources Office.

Education Abroad programs that include group travel (i.e., Intercultural Fieldtrips, Travel Classes, and Service Learning Trips) must include at least two trip leaders.

- Trip Leaders must be employees of IWU.
- Exceptions may be made for Trip Leaders working with organizations that provide 24/7 staff support during the trip.

Participant Application & Approval

Step 1 – Application

Students submit a completed Education Abroad program application to the GEO. Application instructions are available in the GEO and can be filled out online at:

<https://indwes-horizons.symplicity.com/>.

Some Education Abroad programs may require reference forms/letters to be submitted in addition to the application. Students will be notified by the program leader and/or the GEO if an additional reference forms/letters are required.

Students participating in Affiliate Semester Abroad programs submit an application to the Affiliate Semester Abroad program provider.⁶ Upon acceptance to the Affiliate Semester Abroad program, students must register their travel by way of the Horizons online approval process noted above. Students are required to submit the program provider's application approval letter to the GEO.

Different Education Abroad programs will have different application deadlines, so students should contact program leaders or the GEO to find out when applications are due.

Travel Classes, Global Service Learning Teams & IWU Semester/Summer Abroad Programs

- Spring Break Programs: October 15
 - Decision letters by November 15
- May-Term & Summer Programs: January 15
 - Decision letters by February 15

Affiliate Semester/Summer Abroad Programs⁷

- Application must include Semester Abroad Academic Advising form
- Students must adhere to deadlines and requirements of the affiliate program provider.

Step 2 – Application Review & Interview

GEO staff and program leaders review applications to ensure that the student is qualified for the program.

Education Abroad programs require students to interview with the program leader as a part of the application process. Students applying to Affiliate Semester Abroad programs are interviewed by GEO staff in addition to interviews they have with the leadership of the Affiliate program provider.

⁶ Affiliate Semester Abroad program deadlines and requirements are different from GEO application deadlines and requirements, and may require additional forms and certifications from IWU. IWU does not accept responsibility for any fees paid in advance to an Affiliate Semester Abroad program prior to a student's approval in the program.

Step 3 – Acceptance Notification & Acceptance Materials

GEO staff send email notification and acceptance materials to students.

Acceptance materials include:

- Approval Notification
- Education Abroad Policies & Procedures Manual
- Statement of Intent form
- Instructions for financial deposit and payment deadlines
- IWU Assumption of Risk & Release from Liability form
- Program Scholarship Application(s)
- Confidential Traveler Health Information and Emergency Contact Form
- Personal Media Release

Students participating in Affiliate Semester Abroad Programs are required to submit the program provider's application approval letter to be kept on file in the GEO.

Post-Approval

Participants in credit-bearing course(s) must be registered for all academic coursework prior to participation in any Education Abroad program. Participants may not register for course(s) retroactively.

All IWU students participating in Education Abroad programs may be eligible to meet the Intercultural Experience General Education requirement for their degree.

Step 1 – Statement of Intent Form and \$25 Deposit

Student signs/returns Statement of Intent form (see Appendix F) to the GEO and submits \$25 non-refundable deposit to the Student Account Services Office.

The Statement of Intent form, along with a copy of the \$25 deposit receipt, submitted to the GEO reserves the student's position in program.

Travel Classes, Intercultural Field Trips, Global Service Learning Teams, and IWU Semester Abroad Programs

- Upon receipt of the signed Statement of Intent form and deposit receipt, the GEO notifies the Student Account Services Office of the program cost to be charged to the student's account and posted to the appropriate program trip account (excluding tuition/lab fees).
- Students make all payments for the Education Abroad program to the Student Account Services Office.
 - (1) \$25 Global Engagement fee (non-refundable deposit with Statement of Intent form)
 - (2) airfare (due prior to flight purchases)
 - (3) final payment due 30 days before departure
- Students are responsible to notify the Student Account Services Office teller that the payment is for their particular Education Abroad program.
- The payment deadlines associated with student accounts, as determined and communicated by the Student Account Services Office, apply to all Education Abroad programs.

Affiliate Semester Abroad Programs

- Upon receipt of the signed Statement of Intent form and the \$25 deposit receipt, the GEO notifies Student Account Services Office of the Affiliate Semester Abroad program to which the student has applied so billing can be coordinated with invoicing after the student is accepted into the program.

- Upon notification of the student's charges invoice from Affiliate Semester Abroad program, the GEO notifies the Student Account Services Office of the program cost to be charged to the student's account.
- Students make all payments for the Education Abroad program to the Student Account Services Office.
- Students are responsible to notify the Student Account Services Office teller that the payment is for their particular Education Abroad program.
- The payment deadlines associated with student accounts, as determined and communicated by the Student Account Services Office, apply to all Education Abroad programs.

International Off-Campus Independent Course Participants

- After submitting the Off-Campus Independent Course form that includes site information, participants will need to pay the \$25 Global Engagement deposit fee and the international insurance charges communicated to them by Office of Risk Management and Compliance.

Step 2 – Pre-Departure Cultural Orientation Course & Travel Health/Safety Orientation

Cultural Orientation

- IWU requires cultural orientation for all students, faculty, and staff who participate in Education Abroad programs.
- Faculty/staff leaders fulfill this requirement by participating in cross-cultural leadership workshops in the months leading up to the trip.
- Students fulfill this requirement by successfully completing the INT120 *Introduction to Cross-Cultural Engagement* course either for 1 credit or 0 credit.
 - The INT120 course is offered in the different formats—contact the GEO for information.
 - The GEO assists students in registering for the INT120 course after they have been accepted to an Education Abroad program.

Travel Health/Safety Orientation

- IWU requires pre-departure travel health and safety orientation for all students, faculty, and staff who participate in in Education Aboard programs. Orientation modules are available to faculty/staff leaders and students online.

Step 3 – Course Registration

Students must register for the courses associated with the Education Abroad program they have been accepted as follows:

Travel Classes

- The faculty leader is responsible to ensure that the Residential Academic Services Office has all course information at the beginning of the semester before the program date. Courses will be given individual course sections designated as “cross-cultural” and/or by faculty signature only.

Semester Abroad Programs

- Courses are registered using the Semester Abroad Program Registration form (see Appendix G) available in the GEO or online at: www.miywu.indwes.edu/directory/global/forms
- Student must submit the Semester Abroad Program Registration form at least 2 months prior to departure.
- Affiliate Semester Abroad Program course equivalencies are maintained by the Residential Academic Services Office.
- Academic Advisors must approve the coursework for students participating in Semester Abroad Programs (see Appendix G for the Semester Abroad Academic Advising form)
- Students who will be seniors during the Semester Abroad Program must submit a graduation application that includes the approved semester abroad coursework.
- Applicants to Affiliate Semester Abroad Programs must also submit to the program provider’s registration process.
- Participants in Semester Abroad programs should also do the following:
 - Complete the online housing application for the semester of participation by marking the “study abroad” option—this ensures that billing can be cared for appropriately and the student’s status is maintained for future housing applications.
 - Alert the IWU Post Office prior to departure in order to have mail forwarded correctly during the program.
 - Notify RA, RD, and other campus leaders as needed.

Off-Campus Independent Courses

Students participating in international internships, student teaching, and practicum experiences must submit the Off-Campus Independent Course Registration Form 6 months prior to departure (see Appendix H).

Step 4 – Submit Application Acceptance Materials

All Education Abroad program participants must submit the following items to the GEO at least one month prior to departure:

- Statement of Intent
- \$25 Non-Refundable Deposit Receipt
- Photocopy or Digital Copy of Passport (International programs only)
- Photocopy or Digital Copy of Driver's License (US programs only)
- Flight Itinerary and In-Country Program Schedule
- 24-hour Emergency Contact Information (name, address, phone number)
- Addresses of all In-country Housing Locations
- Assumption of Risk and Release from Liability form
- Confidential Traveler Health Information and Emergency Contact form
- Vaccination Records (if required by program)
- Program Scholarship Application(s), as appropriate

Financial

The GEO is responsible to oversee all Education Abroad program trip accounts; however, divisions/departments may be held responsible for trip accounts that end in deficit.

All participants in Education Abroad programs must pay a \$25 non-refundable deposit upon their acceptance. This cost covers promotional material, cultural orientation resources, and administrative support.

Participants who withdraw or are removed from a program for any reason are responsible to cover all expenses incurred to date on her/his behalf up to the time of removal/withdrawal.

All payments for Education Abroad programs are made to the Student Account Services.

Statement of Intent Form and \$25 Deposit

- Upon acceptance into an Education Abroad program, the student signs/returns the Statement of Intent form (see Appendix F) to the GEO and submits \$25 non-refundable deposit to the Student Account Services Office.
- The Statement of Intent form, along with a copy of the \$25 deposit receipt, is submitted to the GEO and reserves the student's position in program.
- Upon receipt of the signed Statement of Intent form and deposit receipt, the GEO notifies the Student Account Services Office of the program cost to be charged to the student's account and posted to the appropriate program trip account.
- Students are responsible to notify the Student Account Services Office teller that the payment is for their particular Education Abroad program.
- The payment deadlines associated with student accounts, as determined and communicated by the Student Account Services Office, apply to all Education Abroad programs.

Financial Aid & Scholarships

- Students should talk with their financial aid counselor well in advance of their participation in an education abroad program so that they are aware of their financial aid options for studying/serving abroad.
- The Financial Aid Office will administer 100% of a student's eligibility for federal and state grants, such as Pell Grants and Freedom of Choice Awards, as well as all student loans and outside scholarships.

- In addition to federal and state aid, students may apply for institutional financial aid specifically designated for education abroad programs, such as the *Global Studies Grant* and the *World Changers Scholarship*. Applications are reviewed by a selection committee charged with determining appropriate awards based upon student financial need and academic merit.⁸
- Scholarship applications are provided in the acceptance email notification (see Appendices I and J for the *Global Studies Grant* application and the *World Changers Scholarship* application). Scholarship applications are also available in the GEO and online at: www.myiwu.indwes.edu/directory/global/forms.

Affiliate Semester Abroad Programs

- Upon receipt of the signed Statement of Intent form and the \$25 non-refundable deposit receipt, the GEO notifies Student Account Services Office of the Affiliate Semester Abroad program in which the student has applied to in order that billing can be coordinated after the student is accepted into the program.
- Costs for Affiliate Semester Abroad Programs vary. Students should contact the Affiliate Semester Abroad Program provider for specific information regarding costs.
- Students in Affiliate Semester Abroad Programs are required to request the invoice from the program provider be sent directly to the GEO for processing—this facilitates financial aid processing, as well as maintaining status as a registered IWU student.
- Upon notification of the student’s acceptance into the Affiliate Semester Abroad program, the GEO notifies the Student Account Services Office of the program cost to be charged to the student’s account.
- The payment deadlines associated with student accounts, as determined and communicated by the Student Account Services Office, apply to all Education Abroad programs. Students are responsible to notify the Student Account Services Office teller that the payment is for their particular Affiliate Semester Abroad Program.
- Payment processes for Affiliate Semester Abroad Programs are similar to regular on-campus processes, though billing is sometimes delayed. Students should talk with the Student Account Services Office and/or GEO staff if they have any questions regarding billing and payment for an Affiliate Semester Abroad Program.

⁸ The following Education Abroad Programs that take place during the fall/spring semesters are not eligible for the *World Changers Scholarship* or the *Global Studies Grant* because students’ financial aid packages are available to them: Intercultural Fieldtrips, Cross-Cultural Student Teaching, International Internships and Practicum Experiences. Global Service Learning Teams are not eligible for the *World Changers Scholarship* or the *Global Studies Grant* because they are non-credit bearing.

- Students in Affiliate Semester Abroad Programs are charged as follows:
 - IWU Semester Tuition (or Affiliate Program Provider tuition if higher)⁹
 - Affiliate Program Provider Room and Board
 - Affiliate Program Provider fees
 - IWU Global Engagement fee (\$25 non-refundable deposit with Statement of Intent form)
 - IWU International Health Insurance fee (\$40/4-week period)¹⁰
- The GEO coordinates invoicing as a liaison between the Student Account Services Office and the Affiliate Semester Abroad Program Provider. Invoices are paid by IWU, and the student works with the Student Account Services Office for payment of their semester bill using standard IWU payment policies.
- Some Affiliate Semester Abroad Programs have different semester start dates than IWU and this can affect financial aid disbursement, especially loans, which may not be available prior to student's departure or sometime after arrival in the program.
- Students are responsible to secure their own transportation to Affiliate Semester Abroad Program locations—for international locations, students are required to use an approved travel agent (see Appendix K). Students must plan accordingly if expecting to use financial aid for any travel costs.

Trip Budgets

An itemized budget must be included with the Education Abroad Program Proposal.

All Education Abroad programs must be financially self-sustaining and include faculty/staff leadership expenses.

Adjustments to program budgets may only be made during the program for extreme changes due to unforeseen circumstances. Costs to students should not increase once the program has begun.

Trip budgets must include a Contingency line item. Contingency funds may be used by trip leaders in extreme circumstances. Unused contingency funds are deposited into a general Education Abroad Contingency Fund after the trip has occurred and the trip budget has been reconciled.

All excursions and activities included as part of the program budget should be relevant to the educational or service experience.

Prior to departure, students must be informed of all expense associated with the Education Abroad program, and students should be notified of any personal expenses they will be responsible for during their travel. All other expenses must be included in the program budget.

⁹ Affiliate Semester Abroad Programs that require more than 17 credit hours for participation are charged at the IWU 12—17 credit hour rate (or the Affiliate Program Provider's rate if higher). All others are subject to extra tuition costs if participant chooses to take more than the 12—17 credit hours IWU establishes for full-time status.

¹⁰ The International Insurance fee can be waived by the Director of Risk Management and Compliance if coverage provided by the Affiliate program provider is similar, but the policy must be reviewed. Contact the GEO for information.

The following items are included in Education Abroad program budgets:

- Airfare
- Travel to/from Airport (unless group is meeting at airport)¹¹
- Baggage Fee (check with the airline or travel agent)
- Airport Tax (entry and/or exit fees)
- Visa (if applicable)
- Meals in Transit
- In-Country Housing, Meals, Transportation
- In-Country Program Expenses (not including personal expenses)
- IWU International Health Insurance (\$40 for each four week period)
- Contingency Fund
- \$25 Non-Refundable Deposit (covers promotional material, cultural orientation resources, Intercultural Effectiveness Scale assessment tool, and administrative support)

The following are not included in Education Abroad program budgets:

- Tuition for the course(s)
- Passport
- Immunizations
- Extra baggage fees¹²
- Personal spending money
- Leader childcare costs

After a GEO Education Abroad Program Proposal has been approved and budget finalized, GEO staff contact the Controller's Office to establish the appropriate trip account.

It is the responsibility of the Faculty/Staff leader to coordinate flight arrangements with an approved professional travel agent (see Appendix K for a complete list). The GEO must be informed in a timely manner in order to make payments for airfare. This typically includes a \$150 deposit to hold space on an airline, and then final payment 30—60 days prior to departure.

Any "free" tickets for group travel should be excluded from the group purchase price in order to reduce the overall cost for all participants.

Itemized program expenses with receipts must be kept in a Financial Log and returned to the GEO after the program in order to be made available for audit purposes.

It is preferred that all in-country expenses for all Education Abroad programs be wired to the third-party provider as opposed to faculty/staff leaders traveling with large amounts of cash; however, faculty/staff leaders will need to travel with some cash, as well as an IWU Purchasing (credit) Card. The GEO staff assist faculty/staff leaders with these and other financial matters.

¹¹ GEO staff initially makes vehicle reservations; subsequent communication will be made between the IWU Transportation Office and the Faculty/Staff leader.

¹² Exceptions can be made for program supplies that must be taken with the group.

Fundraising

- All fundraising activities for Education Abroad programs must comply with the Student Development guidelines for fundraising as outlined on the IWU Portal under guidelines for Student Organizations on the Student Development page (see Appendix P for fundraising ideas).
- Faculty/Staff Trip Leaders or student assistant leaders deposit fundraising event proceeds and provide the Student Account Services Office with instructions on how the funds are to be divided among the group. All deposit receipts should be kept with group financial records.

Fundraising for Global Service Learning Trips

- Students may raise tax-deductible funds for program costs. Receipts will be generated and donors will be contacted by the IWU Advancement Services Office.
- Checks must be made out to *Indiana Wesleyan University* and the team member's name cannot be anywhere on the check.
- All contributions should be sent to the student who is responsible to deposit funds on her/his student account in the Student Account Services Office.
- Students receiving academic credit on a Global Service Learning Team may not receive tax-deductible donations for tuition costs based on IRS regulations.
- All prayer and financial support letters must be submitted to faculty/staff leaders for approval (see Appendices Q and R for sample support letter and instructions).
- Students participating in Global Service Learning Teams are expected to pay for a portion of their program expenses personally.
- Students who raise more money than the cost of the program will have their excess funds disbursed to other underfunded team members, or to the GEO Contingency Fund.
- According to IRS tax-deductible charitable giving regulations, financial contributions are non-refundable, to either the student or the donor.
- No refunds of any kind will be distributed to a student who withdraws with an overage in her/his account.
- Faculty/Staff Trip Leaders or student assistant leaders deposit fundraising event proceeds and provide the Student Account Services Office with instructions on how the funds are to be divided among the group. All deposit receipts should be kept with group financial records.

Pre-Departure

Cultural Orientation

IWU requires cultural orientation for all students, faculty, and staff who participate in Education Abroad programs (see the Off-Campus Travel Policy document on the Office of Risk Management and Compliance page of the IWU portal).

- Faculty/staff leaders fulfill this requirement by participating in Cross-Cultural Leadership Workshops in the months leading up to the trip.
- Students fulfill this requirement by successfully completing the INT120 *Introduction to Cross-Cultural Engagement* course either for 1 credit or 0 credit.
 - The INT120 course is offered in the different formats—contact the GEO for information.
 - Students are responsible to register for the INT120 course (in one of the formats noted above) after they have been accepted to an Education Abroad program.

Travel Health & Safety Orientation

IWU requires pre-departure travel health and safety orientation for all students, faculty, and staff who participate in Education Aboard programs. Orientation modules are available to faculty/staff leaders and students online.

Expectations of Trip Leaders

Faculty/Staff leaders are expected to schedule monthly meetings with Education Abroad program participants at least four months prior to departure in order to develop group synergy, learn about the culture they will be traveling to together, and discuss logistics of the trip. The GEO is available to assist faculty in developing their pre-departure orientation.

Education Abroad program trip leaders are expected to participate in the following each year that they take students abroad:

- *Cross-Cultural Leadership Workshops* during the months leading up to their trip (3 workshops in the Fall and 3 in the Spring, led by faculty/staff with cross-cultural leadership experience—video recorded for those who cannot attend). Refresher courses are required for leaders who take students abroad regularly.
- *Pre-Departure Logistics Meeting and Post-Trip Debriefing Meeting* upon return from the trip with the Coordinator of Education Abroad.

Faculty/Staff leaders are responsible to assist in making special arrangements with the On-Campus Housing Office in the event that the travel schedule for the program dictates that students have to stay later or leave earlier than the regular move-out/move-in dates.

Expectations of Students

Students participating in an Education Abroad program must successfully complete the INT120 *Intro. to Cross-Cultural Engagement* course prior to departure.

- The INT120 course is designed to provide students with basic cultural orientation needed when traveling abroad.
- The INT120 course may be taken for 1 credit or 0 credit.
- The INT120 course is offered in different formats—contact the GEO for information.
- The GEO assists students in registering for the INT120 course after they have been accepted to an Education Abroad program.
- Students do not have to repeat the INT120 course if they participate in multiple Education Abroad programs during their time at IWU.

Students are also expected to participate in orientation specifically related to the country they are traveling to as provided by trip leaders and program providers.

Matters to be Addressed in Pre-Departure Orientation

Academic Trips

- Information regarding registration procedures, syllabus, class hours, attendance, exams, homework, textbooks, grading, student conduct, etc.

Global Service Learning Trips

- Information regarding expectations relevant to the service program

All Education Abroad Programs

- Lifestyle and behavioral standards (as outlined in the IWU Student Handbook), including particular cultural matters associated with the location of the program

- The GEO Education Abroad Policies & Procedures Manual should be reviewed together as a group prior to departure
- Travel Logistics
 - Passport, visa, and essential travel documents, including information to obtain these
 - Flight itinerary
 - Packing and luggage specifications and baggage fee policy
 - Accommodations and roommates
 - Meals (at restaurants, in host homes, from street vendors, etc.)
 - In-country travel (rail passes, guidebooks, subways, busses)
 - Daily schedule and program travel activities/excursions
 - Communication procedures back home (phone codes, internet accessibility, etc.)
 - Explanation of how finances will be handled (currency, travelers checks, credit cards)
 - Instructions on how to use phones in host country
 - Discussion of internet availability and expectations of its use
- Travel Health and Safety Issues
 - IWU Health Center staff are available to meet with faculty/staff leaders and students to discuss specific health and safety issues related to their destination location(s)
 - Any required or recommended immunizations (refer students to the CDC site: <http://wwwnc.cdc.gov/travel/>); this should be addressed very early in the process, as some immunizations require a long lead-time or a series of doses
 - Although not required, it is recommended that all travelers have the following immunizations current: Tetanus Diphtheria and Hepatitis A & B
 - Students are encouraged to be able to walk at least two miles without stops?? Should we add something about more rigorous trips?
 - Available in-country healthcare as well as local health issues & preventive measures
 - Emergency medical procedures and contacts, including insurance information
 - Students must inform faculty/staff leader of medical conditions and carry medication in original containers (they may be required to carry written information for prescriptions from their healthcare provider)
 - Local telephone numbers (equivalent to “911”, hospital, emergency room, embassy)
 - Travel warnings and/or areas within the country/city that must be avoided
 - Acceptable or unacceptable activities; no traveling/walking alone, any curfews, etc.
 - Traffic information about crossing streets, direction of traffic flow, local laws, etc.
 - Acceptable relationship behavior with nationals and group members
 - For more information on health and safety visit the following websites: <http://www.studentsabroad.com/riskfactors.html>
<http://www.state.gov/travelandbusiness/>
- Cultural Awareness
 - See information above regarding the INT120 *Introduction to Cross-Cultural Engagement* course requirement
 - Required reading for the INT120 course is David Livermore’s, *Cultural Intelligence: Improving Your CQ to Engage our Multicultural World* (Baker Academic, 2009).

Faculty/Staff leaders should discuss readings from this book in team meetings leading up to the trip.

- Incorporated in the INT120 course is the Intercultural Effectiveness Scale (IES) online assessment tool. Information about the IES is available online at: www.kozaigroup.com. Faculty/Staff leaders should discuss the results of the IES with their students before/during/after the trip.
- For Education Abroad programs that seek to fulfill the Intercultural Experience/Competency General Education requirement, the IES assessment tool is required. Additional requirements may apply. See GEO for details.

Travel

Traveling internationally can be a challenge for even the most experienced, and traveling with a group is especially challenging for any leader. Many of the factors affecting the success of the journey are not within the traveler's/leader's circle of influence; but careful advance planning will avoid many of the common problems that prey on inexperienced travelers. The following guidelines are written from the perspective of international group travel, but apply to all individuals participating in Education Abroad programs as well.

Register with STEP

IWU requires faculty, staff, and students traveling abroad to register their travel itinerary with the US State Department STEP program: <https://step.state.gov/step/> . This registration process is facilitated by the GEO.

Baggage

Most travelers take far more than is necessary, conditioned by western culture to wear a completely different outfit every day. Group leaders or individual travelers should confer with their in-country contacts about any culturally sensitive issues regarding dress.

It is recommended that participants pack everything they need in one carry-on bag/backpack plus one personal item; exceptions to this recommendation are participants in longer programs such as semester or full summer programs of eight weeks or more. Be sure to consult the airline for up-to-date size/weight restrictions for baggage, as well as baggage fees. The smart guideline is that if a traveler cannot carry/manage all of his/her luggage alone in one trip without a luggage cart, they have too much and need to repack. This approach averts any difficulties in using local transportation or walking on uneven pavement in unfamiliar surroundings.

Travel Documents

Passport

In order to travel outside of the US, you must have a valid passport. To obtain a US Passport, US citizens will need to appear in person at the nearest passport agency, County Clerk's Office, or United States Post Office. In most cases, you will need to bring with you the following items: a *valid birth certificate* (not a photocopy); two identical passport pictures (most camera shops, drugstores, or travel agencies can provide these); and a payment method. Consult the following site for current information and costs:

<http://travel.state.gov/content/passports/english/passports/apply.html>.

Passports should be signed immediately upon receipt as it is not valid without the owner's signature. If a traveler already has a valid US Passport, be sure that the expiration date is at least six months after the scheduled return to the US. It is recommended that all travelers carry a photocopy of their passport on their person at all times. Upon arrival at the destination country, it is often wise to secure all passports in a locked safe provided by the host; please defer to the host instructions. Group leaders should collect and secure passports for the duration of the program.

Visa

Many countries require an entry visa in addition to a valid passport. Visas are granted by officials in a consulate of the country to which you will be traveling. The requirements for obtaining a visa are different for each country, but usually include an application, fee, and often additional passport photos. Travel agents or Program Providers will provide details needed to obtain a visa when it is required. Group participants will receive instructions from the group leader.

Airline Tickets & Boarding Passes

Airline tickets and boarding passes should be stored in such a way as to keep them secure at all times. Confirmation prior to travel each way should be verified with the Travel Agent or airline – some agents do this for the traveler, but the group leader or independent traveler is responsible to have the flights confirmed. Return travel documents may need to be printed at the host site prior to return flights.

Airport Arrival

Groups or individuals should plan to arrive at the airport at least 3 hours in advance for international flights. Upon arrival at the airport, the group leader should proceed to the airline's ticket counter group members unload the luggage at curb side (see guidelines below). Individual travelers should keep their luggage with them and proceed to the counter. Baggage for international flights cannot be checked at curb side, so all luggage will need to be taken to the airline ticket counter for check-in.

Airport Check-in

If there are 10 or more people traveling together, the group should be handled separately from the other passengers at a group check-in desk. While the rest of the group is unloading the luggage, the group leader should proceed to an airline service agent and ask where they handle group check-ins for international flights. It helps to say, "I have X number of people traveling with me on flight # X to (name of city and country of your final destination), where would you want us to check in?" Begin with the assumption that they have a special group desk for this. Every airline is different and each ticketing agent will have specific preferences for group check-in, so be kind and courteous and listen carefully to instructions so that these can be communicated clearly with the rest of the group.

Group leaders should brief the team with the following instructions prior to arrival at the airport:

- Stay together at all times (unless instructed otherwise) or groups of 2 or 3
- Do not be late for meeting times
- Be sure to act in a manner appropriate to the setting that you are in
- Never joke about weapons or bombs
- Ask questions and offer suggestions only at appropriate times
- Follow the Group Leader's instructions at all times

During travel, your attitude, expressed through verbal **and nonverbal communication**, is absolutely crucial. Always remain calm, speak clearly and respectfully to airport and service personnel, and be mindful of belongings.

Security Check-Point

After check-in is complete, travelers should proceed to the security check-point. It is imperative that travelers not joke around during security procedures, especially about weapons or bombs. Travelers should listen to instructions at all times and move expeditiously. All liquids in carry-ons should have been previously packed in appropriate size containers within a quart-size zip-lock bag. TSA instructions are posted on the airline's website, and should be reviewed prior to travel; however, individual airport processes can be different. All travelers should remain calm and courteous throughout the security check-point process.

Group leaders should have their co-leader go through the security check-point first and find an out-of-the-way location where the team can gather after going through security. The team leader should be the last person in the group to go through security. Remind the group that they are to remain together at all times. Travelers may be subject to physical searches and bag searches. If a group member is sequestered for any reason, group leaders should request to wait with or nearby the group member being sequestered.

Departure Gate

After travelers pass the security check-point, they should proceed to the designated departure gate. Someone from the group should stay at the gate at all times in case there are any changes announced regarding the flight. Travelers should not leave the terminal while waiting for their departure. Upon arrival at the departure gate, all travelers should be made aware of the time the flight is scheduled to board and be at the gate at least 30 min prior to the boarding time. Travelers should be prepared for long periods of waiting at departure gates. Groups can take advantage of this time with group discussion/debriefing.

In some cases, it may be wise to exchange money in the terminal where the departure gate is located. Money can also be exchanged at the arrival gate or at a bank in-country. Travelers should talk with their in-country contact to determine the best time and place to exchange money.

On the Plane

This first step toward the final destination will prove to be very exciting, especially for first-time travelers. Young adults in groups sometimes express their excitement in a manner that is inappropriate on a plane with many other people from different cultures, so the following expectations for courtesy should be kept in mind:

- Always act in an appropriate manner, and be considerate of other travelers.
- Don't be loud and obnoxious, but keep voice levels down as a courtesy to other travelers.
- Due to sensitivity of travel to certain countries, be careful how you communicate the purpose of your trip with fellow passengers.
- Take something with you to keep you occupied during longer flights (e.g., book, journal, playing cards, etc.).
- Don't sit for the entire plane ride. Get up and stretch and walk around the plane occasionally to keep the blood circulating in your legs.
- Stay hydrated—drinking sodas is not recommended as they do not properly hydrate you; instead, water or juice are better options. And be sure to eat the meals provided on the plane as they will nourish you and get you adjusted to the new time zone you will be landing in.
- If you do not have a direct flight to your final destination, you may be required to disembark the plane in another country while the plane is cleaned/refueled, or to catch a connecting flight; any questions should be directed to a flight attendant. You may be given an in-transit card and directed to a transit passenger lounge until it is time to re-board your flight. Always carry tickets and passports, even if you are told you can leave carry-on bags on the plane.
- Prior to arrival at the final destination, travelers will be given a disembarkation card by the flight attendant. Each traveler will need to complete this form on the plane, and it will later be submitted to an immigration official at disembarkation. It is important that this form be completed accurately. This is important information to obtain from in-country contacts prior to departure. Group leaders may want to complete the form first and then distribute it to group members to avoid any mistakes. Information on disembarkation cards includes:
 - Passport #
 - Reason for visit to country (tourism, study, etc.)
 - Address of your housing location
 - Group leaders may be carrying a large amount of cash; this should not be “declared” as it is not for personal use but part of the group's expenses

Immigration

Prior to arrival at the final destination, travelers should have been given a disembarkation card by the flight attendant—if not, the form is available at the Immigration check-point (see information above regarding the disembarkation card). Group leaders may be carrying a large amount of cash; this should not be “declared” as it is not for personal use but part of the group's expenses.

After disembarking the plane, the group will proceed to the immigration counter where your passport (and visa if applicable) will be reviewed by an immigration officer. You will likely be asked a few questions, particularly about the purpose of your travel. Be sure to speak clearly and succinctly to the officer.

It may be advantageous for groups to file in the same line with the group leader at the end. If the group is too large to take this approach, decide in advance how the group will be divided. Be sure to have the co-leader go through immigration first and find an out-of-the-way location for the group to gather once they clear immigration. The group should not leave this area until everyone has cleared immigration. The group leader should be the last person to go through immigration.

Some reminders for this stage of travel include:

- Be calm, quiet, and respectful while in lines.
- Do not take pictures or engage in any foolish joking about drugs, bombs, or smuggling.
- If asked questions by airport security officers, don't ramble but answer succinctly.
- Groups should stay together at all times.

Baggage Claim

After clearing immigration, travelers should proceed to the baggage claim area to collect any checked baggage. Be sure to have the baggage claim check tags available. Try to secure luggage carts if they are necessary and available. It is usually best to put the luggage on as few carts as possible.

Customs

Following baggage claim, travelers will proceed to the customs area. There will be two different sections, usually marked by the colors red and green. The red line is for people who have items to declare, and the green line is for people who have no items to declare. If travelers do not have any items which will be left in the country, proceed to the green line. If travelers have items being brought on behalf of the host/in-country contact, be sure to ask in advance how to handle these items at customs.

At the Arrival Airport

After clearing customs, travelers will proceed to the airport terminal and meet the in-country contact. In many airports around the world, travelers will be surrounded by people who want to assist with baggage as unofficial porters. It is best to avoid these as security risks. Be sure to stay together as a group until you have located the in-country contact and receive further instructions. If the in-country contact person is not at the arrival gate, remain calm and wait for a pre-determined amount of time before attempting to make alternative arrangements for travel.

Meeting the In-Country Contact Person

By this point, travelers will most likely be physically exhausted; on the other hand there will be an even greater sense of excitement. It is important for the traveler to keep the following things in mind at this point in the journey:

- Be sure to greet the in-country contact warmly, respectfully, and with a smile.
- Listen to the in-country contact's instructions carefully and ask questions when appropriate.
- Travelers may need to exchange money prior to leaving the airport, but it may be better to wait to do this at a local bank. The in-country contact will help travelers know when the best time is to exchange money.
- Upon leaving the airport, travelers will no doubt be bombarded with new cultural surroundings. This, however, is not the time to start taking pictures or videos. Travelers need to move quickly and according to the in-country contact person's instructions.
- It is important for group leaders to be particularly aware of everyone in the group during these transitions. Instruct group members ahead of time to not ever wander off from the group to use the bathroom, go into an airport shop, etc. during transitions.
- Depending on the size of the group and the transportation arrangements that have been made, the group may need to be broken up into smaller groups. The group leader would be wise to think through this ahead of time and assign responsible group members to be in charge of the particular group they are with. In a country where English is not the commonly spoken language, ask the in-country contact to write down the group's destination address and phone numbers. This information should be distributed to each group member.

Notifying the GEO of Arrival

As soon as it is conveniently possible, independent travelers and group leaders should email or call the GEO and leave a message indicating news of arrival.

Adjusting to New Climate & Time Zone

Depending on the time of day your group arrives, it is important for you and your team to begin intentionally adjusting to the new climate and time zone you are now in. Taking a nap after your arrival will only make it more difficult to adjust, so be sure to stay awake until a reasonable bed time. The climate may also be different from what your bodies are familiar with, so be sure to plan accordingly prior to your arrival.

In-Country Operations

The following guidelines are written from the perspective of international group travel, but apply to all individuals participating in Education Abroad programs as well.

Communication with In-Country Contact Person

Most faculty/staff leaders will work with an in-country contact person during the program. Communication with this person leading up to the arrival of the group in-country will have been via email or Skype, but now the communication will take place in-person. One of the most important first steps to good communication is the demonstration of a servant-learner attitude. Affirm with words and actions that the group has come as servant-learners, and express appreciation for the work the in-country contact person has done on the group's behalf.

Soon after arrival, the group leader should schedule a meeting with the in-country contact to confirm the details of the program itinerary. The contact may want to have a meeting with the entire group, but attempts should be made to have a preliminary meeting first before group orientation. The following are some of the important items the group leader should discuss in this meeting:

- Reiterate the group's purpose for the trip.
- Review documentation (i.e., schedules, budget, etc.).
- Secure group valuables (ask where tickets and passports can be kept securely and have group members carry on their person a photocopy of their passport/visa at all times).
- Make cash transactions (if necessary) and be sure to keep receipts from major financial transactions (e.g., when you exchange money, when you pay for housing, etc.); and if necessary write a receipt which includes a description and the date of transaction.
- Discuss safety and emergency procedures (i.e., location of the closest medical facility, important phone numbers, how to make an international call, etc.).
- Have the in-country contact write down the housing location address and phone number where the group will be staying and in the language of the host country (this information should be duplicated and distributed to each group member to keep with them at all times).
- Review culturally sensitive issues.
- Review the program schedule and expectations of the group.

Daily Schedule

In order to function properly, each group member will need to understand the daily routines in which they will be expected to participate. The following are some items to include in the regular daily schedule:

- *Prayer & Devotions* as a group
- *Daily Briefing* – this would be a brief time, after group prayer and devotions, to go over the schedule with reminders of safety/security/conduct guidelines

- *Evening Debriefing* – this should be done every evening as a group (an easy way to do this would be to have everyone share their personal “high” and “low” from the day—leaders should be sensitive to those less inclined to share, but also be sure to allow time for each group member to share rather than having more verbal members talk excessively)
- *Journaling* – leaders should strongly encourage group members to keep a daily journal of their experience (daily journaling will help students prepare for the group debriefing time at the end of the program)

There may be times that the faculty/staff leader needs to make adjustments to the trip itinerary or a particular day’s schedule in order to care for the wellbeing of the students. Leaders will check in with all participants on a regular basis to make sure they are doing well mentally, physically, emotionally, and spiritually.

For the safety and security of all participants, group leaders should not allow individual students to leave the housing location premises alone; rather, students should travel in groups of two or three and should always notify the faculty/staff leader when leaving or returning from a particular location. Faculty/Staff leaders are expected to know the whereabouts of participants at all times.

If possible, group leaders and students should carry cell phones with them that have been programmed to work in the country where the group is traveling. If it is not possible for each individual to carry a cell phone, a cell phone should be available per-group. A list of important phone numbers should also be carried by each group member at all time.

Dress Code

All travelers must understand that what might be appropriate dress in the US may not be appropriate within the culture where they are traveling. As such the following standards apply to most Education Abroad programs—be sure to coordinate with organization hosts and/or in-country contacts for additional information:

- Tank tops, tight-fitting clothing, plunging necklines, short skirts and midriffs are not permitted
- Swimwear should be modest: one-piece for women, and modest shorts for men; both men and women may be asked to wear t-shirts as well; depending on the culture where you will be staying
- Additional guidelines regarding body piercings and tattoos may be enforced depending on the host culture

Team Debriefing

Processing an Education Abroad program experience is one of the most important responsibilities a faculty/staff leader will have. If debriefing is not made a priority, it could potentially undermine all of the positive life experiences. Group leaders should schedule a daily debriefing, as well as a more extensive debriefing session at the end of the program. If forced to choose between another program activity and the final debriefing session, choose to debrief the group. The setting and timeframe for a group debriefing session is important, so group leaders should plan accordingly in order to maximize this time with participants.

The following is a simple debriefing outline that may be used at the end of a program:

- List the top 10 memorable moments from the trip, and share it with the rest of the group.
- Select the top 3 memorable moments from the list of 10, but include with each of the 3 a key theme that surfaced from that experience, and share the 3 themes with the group.
- From the top 3 memorable moments, choose one and write a one-sentence personal take-away statement related to that experience, the associated theme, and the program as a whole. In addition, write an action step related to the take-away statement.
- Share the take-away statement & action step with the rest of the group.

There will also be specific course-related debriefing questions for academic courses that faculty leaders will want to include in the debriefing session at the end of the program. Some additional debriefing discussion questions group leaders may want to include are:

- What did I think/assume/expect before vs. after the trip?
- How has this experience helped me better understand God, myself, the world, etc.?
- How will this experience inform my field of study when I return to campus?
- What did I give and what did I receive on this trip?
- Who was I before the trip and who am I now?
- What changes need to be made in my life when I return home?

If applicable, group leaders may find it helpful during the debriefing session to review the IES assessment tool the group took prior to departure.

Closing with a time of prayer together as a group is a good way to end your debriefing session.

Emergency Preparedness & Crisis Management

The IWU Office of Risk Management and Compliance may provide information directly to faculty/staff leaders regarding emergency preparedness and crisis management prior to departure, and will provide it to all independent travelers as well. It is important that these policies and procedures are reviewed by all participants prior to travel.

IWU requires pre-departure cultural orientation and travel health and safety orientation for all students, faculty, and staff who participate in in Education Aboard programs. Orientation workshops are offered during the Fall and Spring semesters.

Faculty/Staff leaders are responsible for decision-making when faced with emergencies, and must communicate the GEO (as they are able to) during these situations. They are also responsible to disseminate the Travel Health and Safety information found in the approved videos (contact GEO for details). It is impossible to prevent or to plan for all possible emergencies; however, general emergency preparedness and awareness will assist with prompt and wise responses.

Examples of Emergencies

Physical/sexual assault	Disappearance
Kidnapping	Robbery
Serious physical or emotional illness	Hospitalization
Serious accident	Terrorist threat or attack
Uprisings, political crises	Arrest of a student or any legal action
Major natural disaster	Major changes in the host organization

Faculty/Staff Leader Response

- Student safety takes precedence
- Do not overreact or panic
- Follow the IWU International Travel Emergency Procedures provided by the Office of Risk Management and Compliance
- Document crisis situations so that accurate reports can be submitted
- Be sure to communicate with the GEO as soon as possible during/after a crisis situation
- Be sure to carefully manage student communication back home during a crisis situation
- Faculty/Staff leaders will be reimbursed for all expenses relating to an emergency

Additional Tips for Mitigating Risk

- Discuss emergency procedures with the group before departure, and reiterate these procedures after arrival
- Know where the closest hospital or clinic is located, and know what the emergency procedures are for the group's location
- Be sure everyone in the group carries on their person at all times the contact information (name, address, and phone number), written in the dominant language of the travel country
- Have the group carry cell phones that are capable of making international calls
- If the group breaks up, keep the group in groups of at least 2—3
- If someone is hospitalized, have someone from the group stay with them at all times

Behavioral Standards, Disciplinary Issues, and Conflict Resolution

Faculty/Staff leaders and students are expected to abide by all IWU policies and procedures, including community standards and policies, whether they are on-campus or off-campus (as outlined in the Employee Handbook and the Student Handbook). Faculty/Staff leaders should communicate any additional behavioral expectations and/or course code of conduct guidelines with students prior to departure.

Faculty/Staff leaders and students are also required to conform to cultural standards and laws of the host country and local jurisdictions. If the Education Abroad program is attached to another organization, IWU personnel are responsible to follow the conduct policies set by both institutions.

Violation of conduct may result in immediate dismissal from the program at the participant's expense with no guarantee that academic credit will be awarded or money refunded. Participants should be aware that agreement to comply is part of the IWU Assumption of Risk and Release from Liability form they sign prior to departure, as well as the community behavior statement that IWU students sign.

Disciplinary issues and/or student life behavioral violations must be reported to the GEO and the Dean for Student Conduct.

Dealing with Behavioral Problems

Minor Issue

Issues not serious enough for immediate dismissal, but having a negative impact on others and/or the program, include: failure to respect others, conflict with others, regular tardiness, negative attitudes, cultural inappropriateness, etc. This behavior should not be allowed to continue because it can escalate into major problems quickly, and impacting the morale of others and the atmosphere and purpose of the trip.

Steps for resolving minor issues include:

1. Discuss individually with the participant(s) involved
2. If necessary, debrief with the whole group
3. Feel free to call the GEO for assistance in dealing with behavioral problems
4. Create and maintain a written record of all observations and conversations with the participant; be sure to let the participant know his/her actions are being documented
5. If the behavior persists, it may be necessary to dismiss the participant from the program

Major Issue: The faculty/staff leader has the authority to immediately dismiss participants from the program. In the event of a participant's dismissal from an Education Abroad program, the GEO must be contacted and assist with travel arrangements. The faculty/staff leader should monitor the participant until through airport security to the next location as arranged with GEO; at no time should a participant be left alone. Keep in mind that IWU personnel are required to report any criminal activity that occurs as a part of an IWU sponsored program or activity.

Examples of major behavioral issues: conduct which is in violation of IWU behavioral standards; violation of a GEO policy/procedure; breaking the law of the U.S., Indiana, or host country; violating the customs of the host country, community, institution, or program; destruction of property; placing others in danger to health or safety; repeated infraction of program rules; behavior for which the student has been previously warned in writing.

Steps for Resolution:

1. Investigate thoroughly and keep detailed documentation. Inform the participant in writing of the violation.
2. Report disciplinary problems to the GEO and the Dean for Student Conduct.
3. Inform the participant in writing of any action decision.
4. If necessary, dismiss the participant from the program and return them to US (at the participant's expense).

Post-Program Responsibilities

Students who participate in Affiliate Semester Abroad Programs will be contacted by the GEO for a post-semester interview and evaluation upon their return to campus during the following semester; seniors will be sent information via email.

- Submit a Participant Education Abroad Program Evaluation (provided by the GEO)
- Participate in the “Welcome Back!” event
- Consider participating in other GEO events

There are a number of important responsibilities for faculty/staff leaders to fulfill after they return from an Education Abroad program. These responsibilities include:

- Grade Assignments (for academic programs)
- Submit final grades (based on the term deadlines in which the course(s) took place)
- Debrief meeting with GEO staff
- Reconcile budget
- Organize receipts and financial log
- Return receipts and unused cash to Student Account Services
- Submit Faculty/Staff Leader Education Abroad Program Report to the GEO
- Submit Faculty/Staff Leader Education Abroad Program Evaluation
- Participate in the “Welcome Back!” event
- Consider a reunion with your students at the beginning of the next semester to:
 - Reminisce about the program (share photos, stories, etc.)
 - Discuss what the group has learned/processed since returning
 - Review the IES (if applicable)
 - Review the program evaluation and feedback (if applicable)
 - Review the *What’s Up With Culture?* debriefing material:
<http://www2.pacific.edu/sis/culture/>
 - Ask students to assist with promoting the program the next time it is offered

APPENDIX A – Global Service Learning Trip Proposal Form



Global Service Learning Trip Proposal Form

*Completed Trip Proposals should be submitted to the Global Engagement Office
at least 12 months prior to anticipated travel dates.*

Leader 1

<i>Name</i>		<i>Email</i>	
<i>24-Hour Phone Number</i>	<i>Date of Birth</i>	<i>ID#</i>	

Leader 2

<i>Name</i>		<i>Email</i>	
<i>24-Hour Phone Number</i>	<i>Date of Birth</i>	<i>ID#</i>	

Proposed Destination (include cities that will be visited)

--

*Trip proposals must include a Site Review (contact the GEO for more information).
It is against IWU policy for academic experiences to take place in countries with current State Department
Travel Warnings. Please check the following website before you make plans, and be aware that if a warning
is issued prior to your departure for the country of choice, your trip may be prohibited:
http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html*

Proposed Travel Dates (indicate with an X in the appropriate box below)

<i>Spring Break</i>	<i>May Term</i>	<i>Summer Session 1</i>	<i>Summer Session 2</i>	<i>Summer Term</i>

Has this Global Service Learning trip been offered before?

(Indicate YES or NO in the space below)

--

If your answer is YES, indicate when the trip was last offered and who the trip leader was.

Can this trip satisfy the "Intercultural Experience" Gen. Ed. requirement?

(indicate YES or NO below)

--

For information about how Education Abroad programs may satisfy the "Intercultural Experience" Gen. Ed. requirement, contact the Global Engagement Office.

In-Country Partnering Organization Information

<i>Organization Name:</i>
<i>Web Address:</i>
<i>Contact Person Name:</i>
<i>Contact Person Email:</i>
<i>24-Hour Contact Person Phone #1:</i>
<i>24-Hour Contact Person Phone # 2:</i>
<i>In-Country Partnering Organization Street Address:</i>
<i>Does IWU have an existing Memorandum of Understanding (MOU) on file with this organization? (yes or no) If you are unsure, contact the GEO.</i>

Travel Agency *(circle or highlight which travel agency you are planning to use for your trip)*

1. <i>Golden Rule Travel</i> Patrick@goldenruletravel.com 330-893-1502 (business hours); 620-878-0110 (after-hours emergencies)
2. <i>Howell Travel and Cruises</i> ron@howelltravelancruises.com 517-546-8880 (business hours); 810-923-4683 (after-hours emergencies)
3. <i>Raptim Humanitarian Travel</i> ServeTeam2.us@raptim.org 844-882-3233 (business hours); 719-385-3320 (after-hours emergencies)
4. <i>Fellowship Travel International</i> atodd@fellowship.com 804-550-0121 x 116 (24/7 emergency help)
5. <i>World of Travel</i> Emily@worldoftravelinc.com 651-287-4006 (business hours with instructions for emergencies)

In the space below, please provide a brief narrative that clearly addresses the following:

- (1) Why are you interested in leading a Global Service Learning Trip to this location?
- (2) What are the student learning outcomes you anticipate as a result of this global service learning experience?
- (3) Is there reason to believe there is a population of interested students? If YES, please explain.
- (4) What are your student recruitment strategies and target student population?

Estimated Per-person Cost (not including tuition)

\$

Trip Proposals must include a proposed budget (see Budget Worksheet and instructions).

Signed Global Service Learning Trip Proposals should be submitted to the Global Engagement Office at least 9 months prior to anticipated travel dates.

(Electronic signature and/or email confirmation is acceptable.)

Signature _____ Date: _____
Leader 1*

Signature _____ Date _____
Supervisor 1

Signature _____ Date: _____
Leader 2*

Signature _____ Date _____
Supervisor 2

*Trip leaders must be IWU employees.

Global Studies Committee Review/Approval

Signature _____ Global Studies Committee Chair	Meeting Date: _____
---	---------------------

Following the Global Studies Committee approval, trip proposals must be approved by the Office of Risk Management and Compliance via the Horizons online trip registration process (submitted by the GEO on behalf of trip leaders). Faculty members will be notified by the GEO when both the academic and the risk management approvals are secured. After both approvals are secured, the trip may be promoted to students.

APPENDIX B – Travel Class Proposal Form



Travel Class Proposal Form

*Completed Trip Proposals should be submitted to the Global Engagement Office
at least 12 months prior to anticipated travel dates.*

Leader 1

<i>Name</i>		<i>Email</i>	
<i>24-Hour Phone Number</i>	<i>Date of Birth</i>	<i>ID#</i>	

Leader 2

<i>Name</i>		<i>Email</i>	
<i>24-Hour Phone Number</i>	<i>Date of Birth</i>	<i>ID#</i>	

Course Information

<i>Department</i>	<i>Course #</i>	<i>Course Title</i>	<i>Credit hrs.</i>

<i>Course Description:</i>
<i>Learning Outcomes:</i>

Is this a new course that is not yet in the catalog? (indicate YES or NO in the space below)

--

*If your answer is YES, indicate (in the space above) what stage in the approval process the course is currently in.
If your answer is NO, please proceed to the next question below.*

Has this course been offered before in a Travel Class format?

(Indicate YES or NO in the space below)

--

If your answer is YES, indicate when the course was last offered as a Travel Class and who the professor was. Any course in the catalog may be offered in a Travel Class format if there is sufficient rationale for doing so. Travel Class proposals must be re-submitted for review/approval every year they are offered.

Proposed Destination (include cities that will be visited)

--

Trip proposals must include a Site Review (contact the GEO for more information). It is against IWU policy for academic experiences to take place in countries with current State Department Travel Warnings. Please check the following website before you make plans, and be aware that if a warning is issued prior to your departure for the country of choice, your trip may be prohibited:
http://travel.state.gov/travel/cis_pa_tw/tw_1764.html

Proposed Term of Travel (indicate with an X in the appropriate box below)

Spring Break	May Term	Summer Session 1	Summer Session 2	Summer Term

*Students may not earn more than 4 credit hours each during **May Term** (three weeks in May), **Summer Session 1 (S1)** (five weeks), or **Summer Session 2 (S2)** (five weeks), no more than 12 credit hours total during **Summer1Term (S1T)** (thirteen weeks), and no more than 17 credit hours total over all summer terms. All course work must fall within established timeframes.*

Can the course be taken to fulfill any of the following? (indicate YES or NO below)

Major/Minor Requirements	Elective Credit	General Education	Intercultural Experience

If your answer to any of the above is YES, please explain in the space provided below. Be sure to include a list of any course/general education/major requirement equivalencies requested, and obtain the signature of the appropriate faculty member and associate dean. For information about how Education Abroad programs may satisfy the "Intercultural Experience" Gen. Ed. requirement, contact the Global Engagement Office.

--

In-Country Partnering Organization Information

Organization Name:
Web Address:
Contact Person Name:
Contact Person Email:
24-Hour Contact Person Phone #1:
24-Hour Contact Person Phone # 2:
In-Country Partnering Organization Street Address:
Does IWU have an existing Memorandum of Understanding (MOU) on file with this organization? (yes or no) If you are unsure, contact the GEO.

Travel Agency (circle or highlight which travel agency you are planning to use for your trip)

1. Golden Rule Travel Patrick@goldenruletravel.com 330-893-1502 (business hours); 620-878-0110 (after-hours emergencies)
2. Howell Travel and Cruises ron@howelltravelancruises.com 517-546-8880 (business hours); 810-923-4683 (after-hours emergencies)
3. Raptim Humanitarian Travel ServeTeam2.us@raptim.org 844-882-3233 (business hours); 719-385-3320 (after-hours emergencies)
4. Fellowship Travel International atodd@fellowship.com 804-550-0121 x 116 (24/7 emergency help)
5. World of Travel Emily@worldoftravelinc.com 651-287-4006 (business hours with instructions for emergencies)

In the space below, please provide a brief narrative that clearly addresses the following:

Academic Focus

- (1) Why teach this course off-campus in an international context?
- (2) What are the additional learning outcomes you are adding to this course since it is being offered in a Travel Class format?
- (3) What is your rationale for choosing this location linked to Student Learning Outcomes (SLO's) for the course and teaching pedagogies, and how does this location maximize achievement of SLO's?
- (4) How will you modify the existing course syllabi to take advantage of the proposed international location?
- (5) What is your experience in the proposed travel class location?
- (6) How will you meet the standard of academic quality and the credit hour definition during the class?
- (7) Does/should this travel class meet the "Intercultural Experience" Gen. Ed. requirement? If yes, why? What experiences and principles are included in the course that will help students develop intercultural competencies?
- (8) Who will be the cultural facilitator in-country, and what are their qualifications to function in this capacity?

Viability

- (9) Is there reason to believe there is a population of interested students? If YES, please explain.
- (10) What are your student recruitment strategies and target student population?

Estimated Per-person Cost (not including tuition)

\$	
----	--

Travel Class Proposals must include a proposed budget (see Budget Worksheet and instructions).

**Signed Travel Class Proposals should be submitted to the *Global Engagement Office*
at least 9 months prior to anticipated travel dates.**

(Electronic signature and/or email confirmation is acceptable.)

Signature _____ Date: _____
Faculty Member (Leader 1)

Signature _____ Date: _____
Leader 2*

Signature _____ Date _____
Division Chair**

*Trip leaders must be IWU employees.

**If the trip leader is the Division Chair or Dean, she/he must procure the signature of an immediate supervisor in this spot.

School Curriculum Committee Review/Approval

Signature _____ Dean	Date _____
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Global Studies Committee Review/Approval

Signature _____ Global Studies Committee Chair	Meeting Date: _____
---	---------------------

Following the Global Studies Committee approval, trip proposals must be approved by the Office of Risk Management and Compliance via the Horizons online trip registration process (submitted by the GEO on behalf of trip leaders). Faculty members will be notified by the GEO when both the academic and the risk management approvals are secured. After both approvals are secured, the Travel Class may be promoted to students.

APPENDIX C – Intercultural Field Trip Proposal Form



Intercultural Field Trip Proposal Form

*Completed Trip Proposals should be submitted to the Global Engagement Office
at least 12 months prior to anticipated travel dates.*

Leader 1

<i>Name</i>		<i>Email</i>	
<i>24-Hour Phone Number</i>	<i>Date of Birth</i>	<i>ID#</i>	

Leader 2

<i>Name</i>		<i>Email</i>	
<i>24-Hour Phone Number</i>	<i>Date of Birth</i>	<i>ID#</i>	

Course Information

<i>Department</i>	<i>Course #</i>	<i>Course Title</i>	<i>Credit hrs.</i>

<i>Course Description:</i>
<i>Learning Outcomes:</i>

Is this a new course that is not yet in the catalog? (indicate YES or NO below)

--

*If your answer is YES, indicate (in the space above) what stage in the approval process the course is currently in.
If your answer is NO, please proceed to the next question below.*

Has this course ever included an Intercultural Field Trip?

(Indicate YES or NO in the space below)

--

If your answer is YES, indicate when an intercultural field trip was included in this course and who the professor was. Any course in the catalog may include an intercultural field trip if there is sufficient rationale for doing so. Intercultural Field Trip proposals must be re-submitted for review/approval every year they are offered.

Proposed Destination (include cities that will be visited)

--

Trip proposals must include a Site Review (contact the GEO for more information). It is against IWU policy for academic experiences to take place in countries with current State Department Travel Warnings. Please check the following website before you make plans, and be aware that if a warning is issued prior to your departure for the country of choice, your trip may be prohibited: http://travel.state.gov/travel/cis_pa_tw/tw_1764.html

Proposed Term of Travel (indicate with an X in the appropriate box below)

<i>Spring Break</i>	<i>May Term</i>	<i>Summer Session 1</i>	<i>Summer Session 2</i>	<i>Summer Term</i>

*Students may not earn more than 4 credit hours each during **May Term** (three weeks in May), **Summer Session 1 (S1)** (five weeks), or **Summer Session 2 (S2)** (five weeks), no more than 12 credit hours total during **Summer1Term (S1T)** (thirteen weeks), and no more than 17 credit hours total over all summer terms. All course work must fall within established timeframes.*

Can the course be taken to fulfill any of the following? (indicate YES or NO below)

<i>Major/Minor Requirements</i>	<i>Elective Credit</i>	<i>General Education</i>	<i>Intercultural Experience</i>

If your answer to any of the above is YES, please explain in the space provided below. Be sure to include a list of any course/general education/major requirement equivalencies requested, and obtain the signature of the appropriate faculty member and associate dean. For information about how Education Abroad programs may satisfy the "Intercultural Experience" Gen. Ed. requirement, contact the Global Engagement Office.

--

In-Country Partnering Organization Information

Organization Name:
Web Address:
Contact Person Name:
Contact Person Email:
24-Hour Contact Person Phone #1:
24-Hour Contact Person Phone # 2:
In-Country Partnering Organization Street Address:
Does IWU have an existing Memorandum of Understanding (MOU) on file with this organization? (yes or no) If you are unsure, contact the GEO.

Travel Agency (circle or highlight which travel agency you are planning to use for your trip)

1. Golden Rule Travel Patrick@goldenruletravel.com 330-893-1502 (business hours); 620-878-0110 (after-hours emergencies)
2. Howell Travel and Cruises ron@howelltravelancruises.com 517-546-8880 (business hours); 810-923-4683 (after-hours emergencies)
3. Raptim Humanitarian Travel ServeTeam2.us@raptim.org 844-882-3233 (business hours); 719-385-3320 (after-hours emergencies)
4. Fellowship Travel International atodd@fellowship.com 804-550-0121 x 116 (24/7 emergency help)
5. World of Travel Emily@worldoftravelinc.com 651-287-4006 (business hours with instructions for emergencies)

In the space below, please provide a brief narrative that clearly addresses the following:

Academic Focus

- (1) Why include an intercultural fieldtrip as part of this course?
- (2) What are the additional intercultural learning outcomes being included in this course?
- (3) What is your rationale for choosing this location linked to Student Learning Outcomes (SLO's) for the course and teaching pedagogies, and how does this location maximize achievement of SLO's?
- (4) How will you modify the existing course syllabi to take advantage of the proposed international location?
- (5) What is your experience in the proposed intercultural location?
- (6) How will you meet the standard of academic quality and the credit hour definition during the class?
- (7) Does/should this course meet the "Intercultural Experience" Gen. Ed. requirement? If yes, why?
What experiences and principles are included in the course that will help students develop intercultural competencies?
- (8) Who will be the cultural facilitator in-country, and what are their qualifications to function in this capacity?

Viability

- (9) Is there reason to believe there is a population of interested students? If YES, please explain.
- (10) What are your student recruitment strategies and target student population?

Estimated Per-person Cost (not including tuition)

\$

Intercultural Field Trip Proposals must include a proposed budget (see Budget Worksheet and instructions).

**Signed Intercultural Field Trip Proposals should be submitted to the
Global Engagement Office at least 9 months prior to anticipated travel dates.
(Electronic signature and/or email confirmation is acceptable.)**

Signature _____ Date: _____
Faculty Member (Leader 1)

Signature _____ Date: _____
Leader 2*

Signature _____ Date _____
Division Chair**

*Trip leaders must be IWU employees.
**If the trip leader is the Division Chair or Dean, she/he must procure the signature of an immediate supervisor in this spot.

School Curriculum Committee Review

Intercultural Field Trip Proposals must be reviewed/approved by School Curriculum Committees.

Signature _____ Dean	Date _____
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Global Studies Committee Review

The Global Studies Committee reviews all Intercultural Field Trip Proposals.

Signature _____ Global Studies Committee Chair	Meeting Date: _____
---	---------------------

Following the Global Studies Committee approval, proposals must be approved by the Office of Risk Management and Compliance via the Horizons online trip registration process (submitted by the GEO on behalf of trip leaders). Faculty members will be notified by the GEO when both the academic and the risk management approvals are secured. After both approvals are secured, the Intercultural Field Trip may be promoted to students.

APPENDIX D – Semester/Summer Abroad Program Proposal Form



Semester/Summer Abroad Program Proposal

Completed proposal should be submitted to the Global Engagement Office at least 12 months prior to anticipated semester. Proposals are reviewed by the Global Studies Committee and approved by the CAS Academic Affairs Council.

Faculty, School(s), and Division(s) Submitting Proposal

Faculty Member Names	School(s)	Division(s)

Program Information

<i>Program Title</i>	
<i>Sponsoring Institution</i>	
<i>Website</i>	

Program Location

--

NOTE: Any travel farther than 75 miles from the IWU residential campus requires Risk Management approval by way of the online Horizons database process. It is against IWU policy for academic experiences to take place in countries with current State Department Travel Warnings. If a warning is issued prior to departure, student travel may be prohibited.

Proposed Term(s) *(indicate with an X in the appropriate box below)*

<i>Fall Semester</i>	<i>Spring Semester</i>	<i>Summer Term</i>

*NOTE: Students may not earn more than 4 credit hours each during **May Term** (three weeks in May), **Summer Session 1** (five weeks – the last week of May to the end of June), or **Summer Session 2** (five weeks – July to the first week in August), and no more than 17 credit hours total during **Summer Term** (thirteen weeks – from May to July). All course work must fall within established timeframes.*

Program Viability *(in the space below, list majors from which students are likely to be drawn)*

Brief Overview of the Program *(additional program materials may be submitted with proposal)*

Academic Value of Program (i.e., rationale for offering these courses with an affiliate institution and not IWU)

Cultural Value of Program (i.e., rationale for offering these courses in a cultural context outside Marion, IN)

Student Life (i.e., organizational support for students, accommodations, co-curricular activities, etc.)

Grades & Credit Hours (indicate with an X in the appropriate box below)

<i>IWU-Owned Program</i>	
<i>Transferred from U.S. accredited university</i>	
<i>Transcripted from international university</i>	
<i>Transcripted from U.S. accredited university</i>	
<i>Transcripted for non-degree granting institution</i>	

Potential Courses Offered *(please submit sample syllabi with proposal)*

<i>IWU Course Name</i>	<i>Course Number & Title</i>

Potential Course Equivalencies for Affiliate Programs *(please include sample syllabi with proposal)*

<i>IWU Course Name, Number & Title</i>	<i>Affiliate Program Course Number & Title</i>

Intercultural Competency/Experience

<i>Would this program be a viable option for students seek to fulfill the general education intercultural competency/experience requirement? If so, why?</i>	

Site Review

<i>Has a site review been conducted for the proposed semester abroad program location? If so, please submit completed Site Review Form with this proposal. If not, please indicate in the space below when the site review will occur or why a site review is unnecessary.</i>	

Program Budget

<i>Tuition Cost</i>	\$
<i>Other Program Costs (i.e., travel, accommodations, living expenses, etc.)</i>	\$

Proposal Support

Signature: _____ Date: _____
Faculty Member

Signature: _____ Date: _____
Faculty Member

Signature: _____ Date: _____
Division Chair

Signature: _____ Date: _____
Dean

Global Studies Committee Review

The Global Studies Committee reviews all Semester Abroad Proposals.

Signature _____ Global Studies Committee Chair	Meeting Date: _____
---	---------------------

Academic Affairs Council Approval

The timeframe for a Semester Abroad Program Proposal to be reviewed is approximately four weeks.

Signature _____ Academic Affairs Council Chair	Date _____
---	------------

APPENDIX E – Site Review Form

Site Review

*Travel Class
Intercultural Field Trip
Global Service Learning Trip*



--	--

Name of Evaluator

Title

--	--

Site Review Location

Date(s) of Visit

--

Host Organization Name (required)

--

Host Organization Contact Information (address/24-hour phone/email)

--	--

Host Organization Contact Person Name

Title

--

Contact Person Contact Information (address/24-hour phone/email)

Travel

Describe how your group would travel from IWU to the trip location.
Is a Visa required for entry in the country to which you are traveling?

Describe the type(s) of in-country travel methods the group would experience
(e.g., taxi, train, subway, rented vehicles, etc.).

Facilities

Describe the housing and classroom facilities. Include whether or not internet is available (including type and filtering), if laptops can be used, and if there are printing options. Also determine if there might be any challenges for students with disabilities.

Determine where the group would eat their meals each day and how the meals would be prepared. Also determine whether or not accommodations are available for students with food allergies?

Describe the geographical surroundings of the housing and classroom facilities.

Describe student living arrangements (e.g., dorm, apartment, homestays, etc.). Determine whether students would need to bring bedding/linens, and if laundry facilities would be available.

Determine where the closest US Embassy is, and where the closest hospital or health clinic is located in proximity to where the group would be staying (please provide addresses and phone numbers).

Student Life

Determine who will be your in-country contact person with an MOU-approved host organization. What do their responsibilities include, and how long they have lived in the host culture?

Describe any orientation process facilitated by the partnering organization upon arrival, and any debriefing that happens during and/or at the conclusion for the trip. Determine who the "cultural mentor" for the group would be (i.e., someone who understands both US culture and the culture you are traveling in), and their qualifications for such a role.

Determine the appropriate size of the group based on the accommodations available and the restrictions of the host organization.

Describe the typical weather for when the trip would take place.

Would students be living over 8,000 feet above sea level? (indicate YES or NO below)

Describe any co-curricular activities/events available during the trip. Do any of them involve intense physical activity? Please elaborate.

Finances

Determine the estimated per-person/per-day expenses for: food, lodging, transportation, and any other expenses associated with the trip. Include the currency exchange rate and any other pertinent financial information.

Food	\$
Lodging	\$
Transportation	\$
Activity Expenses	\$
Other Expenses	\$

Risk Management

Describe the medical facilities and emergency protocols in place for groups.

--

Are there any local communicable diseases and/or natural threats?
If so, describe and give mitigating circumstances and preventive actions.

--

What are the host organization's crisis response procedures?
Describe how groups are oriented and prepared for emergency situations.

Describe any other risks or hazards you observed that were not addressed, or that need more attention.

Does IWU already have an existing Memorandum of Understanding (MOU) with the host organization? (indicate YES or NO in the space below – if you are unsure, contact the GEO)

Summary

Provide a brief summary of your visit to the site and your recommendation of this location.

APPENDIX G – Semester Abroad Academic Advising & Registration Forms

Education Abroad Programs

Semester Abroad or Away

Academic Advisor Approval

Student Information

Student Name:	
Student ID#:	
Major(s)/Minor:	
Current Class Level: (circle)	Sophomore Junior Senior

Program Information

Program Name:	
Program Location:	
Planned Semester/Year:	
Class Level in program: (circle)	Sophomore Junior Senior

Possible Courses

Course Name in Program/ # of credit hours	
Course Name in Program/ # of credit hours	
Course Name in Program/ # of credit hours	
Course Name in Program/ # of credit hours	
Course Name in Program/ # of credit hours	
Course Name in Program/ # of credit hours	

NOTE: This is NOT a registration form for the program and/or semester indicated. Student may have to research prior course listings in the program as a sample of options. These courses are representative of what the student expects to take as part of the chosen program. Registration will be completed later.

Academic Advisor Signatures

NOTE: Advisor signature below indicates discussion of the implications of this semester abroad/away program with the student relative to graduation requirements, review of possible coursework, and support of the student's participation in the program.

Academic Advisor 1/Date:	
Academic Advisor 2/Date:	
Academic Advisor 3/Date:	
Academic Advisor 4/Date:	

How to Plan Courses and Register for Affiliate Semester Abroad Programs



GLOBAL ENGAGEMENT

- Determine what courses you wish to take in your semester abroad program from the options you are provided by the program.
 - This may involve looking at the program site as well as communicating with the director of the program or his/her representative. The Coordinator of Education Abroad can also be a resource.
 - This may also involve waiting on your acceptance by the program; if that date is to be after your IWU registration deadline, please contact the Coordinator of Education Abroad.
 - Request a Course Equivalency list for your chosen program from the study abroad course coordinator, Lori Hunt (lori.hunt@indwes.edu), the representative in Registration and Academic Services who coordinates registration for education abroad programs. On this list are courses *previously* taken by IWU students and/or *previously* approved by IWU, and provides the IWU equivalency designation. This can help you in your decision process, especially if you wish to take any of those same courses.

- Meet with your academic advisor(s) to approve by signature the courses you want to take, and that they fit your personal academic program for your major(s)/minor.
 - Fill in the program course names of the courses you wish to take on the *left side* of your Semester Abroad registration form-how the course is listed *by the program*.
 - If the course(s) you wish to take are already assigned an IWU course equivalency, you will list the IWU course equivalency name and number on the *right side* of the form. No signature or further work in that column is required.
 - If there are no IWU equivalents on the Course Equivalency list, OR if you are the first person attending this program, OR if you and your advisor want this course to meet some other equivalency, there will not be an IWU course equivalency already listed. Write in pencil or on a separate sheet what you both consider those courses might be for you, either specifically or in general:
 - Example: A program's History course might be listed as: *History elective OR History Gen. Ed. OR HST###*

- Request a study abroad meeting in Registration and Academic Services with the study abroad course coordinator, Lori Hunt: (lori.hunt@indwes.edu). Take your registration form with you.
 - New course approvals may mean that you need to obtain a syllabus for the particular course from the program, and have the IWU education abroad course coordinator in Residential Academic Services obtain the appropriate division review and signature with equivalent course #. Most programs list their syllabi online; if you need help with this, contact the Coordinator of Education Abroad, or write global@indwes.edu.

- Once all signatures have been obtained, you will be notified that you are registered.

If you or your academic advisor have questions about any of these steps, please contact Ashley DeMichael, Coordinator of Education Abroad at x5313 or ashley.demichael@indwes.edu.



Semester Abroad/Away Program - Registration Form

Return this form to Registration & Academic Services

Name: _____ ID#: _____ Semester Abroad Program: _____

IWU email: _____@myemail.indwes.edu Major(s): _____ Minor(s): _____

Deadlines: Fall Semester Abroad/Away due April 1, Spring Semester Abroad/Away due November 1, Summer Term Abroad/Away due March 1

Host Program			Indiana Wesleyan University				
Course #	Course Title (exactly as in program literature)	Credit hours	Course #	Proposed degree requirement(s)/equivalencies	Credit hours	Division substitution approval signature	Registration Code

***Students and advisors should review course offerings in light of outstanding major, minor, and general education requirements and propose appropriate substitutions for consideration. Classes without approved substitutions will be considered undistributed electives. Anything listed over 17 credits will be subject to regular IWU policy.*

Semester Abroad/Away Program - Registration Agreement: My signature indicates that I acknowledge that I am responsible to:

- Take this completed form by the deadline to Global Engagement Office to be copied, then turn the original to Registration & Academic Services (RAS)
- Complete and submit my graduation application to RAS if I am within two semesters of graduating **before** I return from my semester abroad/away. Otherwise, I cannot be registered for these courses.
- Notify RAS and the Coordinator of Global Education Abroad if I add/drop courses for my program after my IWU registration form is turned into RAS by attaining advisor approval and communicating with RAS **before the final drop/add deadline for that term for IWU**. If not, courses may not be given as IWU equivalencies and only as elective hours, if possible.
- Continue checking my IWU email while at my program of study to receive communication from IWU offices including RAS, GEO, etc.

Student Signature: _____	Date: _____	NOTE: Please be aware that your registration for a semester abroad/away program may take extra time to register in the online system due to the course equivalency process. Also, if you have not been approved by the program, you may want to have an alternate registration plan in place for on-campus courses.
Advisor Signature: _____	Date: _____	
Advisor Signature: _____	Date: _____	
Advisor Signature: _____	Date: _____	
Director of Registration & Academic Services Signature: _____	Date: _____	

APPENDIX H – Off-Campus Independent Course Registration Form



International Independent Course (Internship, Practicum, Cross-Cultural Student Teaching, etc.) Registration Form

This form should be completed and submitted to Residential Academic Services, Barnes Student Center.

Student Information	
First/Middle/Last Name	
Student ID #	
Campus Box #	
Date of Birth	
Male/Female	
Student IWU Email Address	
Primary Phone #	
Permanent Address (street/city/state/zip)	
Academic Information	
Classification (Fr/So/Jr/Sr)	
Expected Graduation Date	
Cumulative GPA/As of Date	
Major(s) Minor(s)	
Course Information	
Department/Division	
Term	
Course Number	
Course Title	
Credit Hours	
Academic Advisor Name (printed)	
Academic Advisor Signature/Date	
Instructor Name (printed)	
Instructor Signature/Date	
Division Chair Name (printed)	
Division Chair Signature/Date	
Location Approver Name (printed) <small>Nursing: Global Studies Supervisor; All others: Global Engagement Office</small>	
Location Approver Signature/Date	

PLEASE COMPLETE PAGE 2

Site Information	
Course Term or Dates (from/to)	
Sponsoring Organization Name	
Sponsoring Organization Website	
Sponsoring Organization Address	
Sponsoring Organization 24-Hour Emergency Phone Number	
Course Location (city/state/country)	
Housing Location Address	
Site Supervisor Name	
Site Supervisor Title	
Site Supervisor Email	
Site Supervisor 24-Hour Emergency Phone Number	
Primary Form of Transportation to and from Course Site	
Course syllabus and contractual requirements completed?	
In-Country Itinerary turned in to the GEO?	

Emergency Contact Information	
Name	
Relationship to You	
Phone #	
Email Address	

By signing this application form, I understand and agree to the following:

- I understand that participation in an internship, practicum experience, or cross-cultural student teaching, etc., may include a review of my academic and disciplinary records. I give permission for relevant personnel to review these records. I understand that my participation in the experience may be subject to those findings.
- I understand that by participating in this program, I will continue to be subject to the rules and regulations of Indiana Wesleyan University in academic and personal conduct. I understand that failure to do so may result in being dismissed from the internship or practicum experience and sent home at my own expense, and/or other sanctions as appropriate.
- I understand that there may be additional rules and regulations of the host country, host organization, and participating leadership, and I agree to abide by them. I understand that failure to do so may involve dismissal at my own expense.
- I understand that an internship or practicum experience in an **INTERNATIONAL*** location has additional requirements and responsibilities as well as risks, and I will submit required documentation and understand I will be charged an international insurance fee.
- I understand that international experiences are subject to Risk Management approval.

**Please talk to your Location Supervisor if this is an INTERNATIONAL location (see signature section).*

Please Sign Below	
Student's Signature/Date:	
Residential Academic Services Representative Signature/Date:	

Residential Academic Services: Please forward full front & back copy to the Global Engagement Office

APPENDIX I – Global Studies Grant Application Form



GLOBAL ENGAGEMENT

Global Studies Grant Application

Eligibility Criteria:

1. Undergraduate or graduate student who demonstrates a commitment to academic excellence and global learning.
2. Preference given to students who demonstrate financial need, as determined by the IWU Financial Aid office (e.g. all students must have a current FAFSA on file).
3. Preference given to students who have international/intercultural academic program requirements.

Please complete the information below:

Name: _____ Student ID#: _____

Trip/Program Name: _____ Dates of Participation: _____

Class Level in Program: _____ Anticipated Graduation Date: _____

Major(s)/Minor(s): _____

Do you have previous travel abroad experience? ___ No ___ Yes (Describe: _____)

Is this travel experience required by your academic program? ___ No ___ Yes

On an attached sheet of paper that includes your name, please answer the following questions with short-essay responses:

1. Not including your education at IWU, give brief, specific examples of how you develop your personal effectiveness (Examples can include: exercise, stress management, developing accountability or mentor relationships, diet, spiritual disciplines, budget control, etc.).
2. Briefly list and describe any volunteer or leadership capacities in which you serve.
3. List any academic honors and/or achievements.
4. Describe the nature of your planned education abroad experience and any connection to your curricular plan or future life/career goals.

Submit this form and your typed responses (include your name on your responses) to the IWU Global Engagement Office by the following deadlines. Awards are only distributed to those who have are approved to participate and are accepted in an approved credit-bearing IWU Education Abroad program.

October 1 for December 1 Response / February 1 for April 1 Response

APPENDIX J – World Changers Scholarship Application Form



World Changers Scholarship Application

Eligibility Criteria:

1. Undergraduate or graduate student who exemplifies Christian character and demonstrates excellence in their personal, spiritual, and academic endeavors.
2. Preference given to students who demonstrate financial need as determined by the IWU Financial Aid office (e.g. all applicants must have a current FAFSA on file).

Please complete the information below:

Name: _____ Student ID#: _____

Trip/Program Name: _____ Dates of Participation: _____

Class Level in Program: _____ Anticipated Graduation Date: _____

Major(s)/Minor(s): _____

On an attached sheet of paper that includes your name, please answer the following questions with short-essay responses:

1. Briefly describe your relationship to Jesus Christ, and how that impacts your character and personal development and effectiveness.
2. Briefly describe your involvement in church, parachurch, or other ministry and volunteer activities.
3. List any academic honors and/or achievements.
4. Describe the nature of your planned study abroad experience – the length of the program and connection to your curricular plan.

Submit this form and your typed responses (include your name on your responses) to the IWU Global Engagement Office by the following deadlines. Awards are only distributed to those who have are approved to participate and are accepted in an approved credit-bearing IWU Education Abroad program.

October 1 for December 1 Response / February 1 for April 1 Response

APPENDIX K – Approved Travel Agencies

Faculty/staff leaders should not attempt to make travel arrangements on their own but should plan their trip with a reputable travel agency. The following travel agencies have been vetted by the Global Engagement Office:

Howell Travel & Cruises

Ron Walker
ron@howelltravelandcruises.com
(517) 546-8880

The Travel Society

Terry Caggiano
TerryCagg@comcast.net
(303) 690-0356

Fellowship Travel International

Anna-Lisa Todd
atodd@fellowship.com
(804) 550-0121

Golden Rule Travel

Patrick Miller
Patrick@goldenrule.com
(330) 893-1502

Raptim Humanitarian Travel

ServeTeam2.us@raptim.org
(844) 882-3233

World of Travel

Emily Meyer
Emily@worldoftravelinc.com
(651) 287-4006

APPENDIX L – Helpful Websites

CDC	www.cdc.gov/travel/
Currency/Exchange Rate	www.oanda.com/converter/classis
Entry Requirements/Visas	www.traveldocs.com
Green Passport Program	www.greenpassport.us/
Info for students	www.studentsabroad.state.gov/
Internet Guide of Hostelling	www.hostels.com
NAFSA Health & Safety Committee	www.nafsa.org/resourcelibrary/default.aspx?id=16949
Passports	www.travel.state.gov/passport
US State Department	www.travel.state.gov
SIM Cards (Phone)	www.platform3000.com
State Department Travel Warnings	www.travel.state.gov/travel_warnings.html
STEP	https://step.state.gov/step/
Travel Alerts	www.travel.state.gov/travel/cis_pa_tw/pa/pa_1766.html
U.S. Embassies	www.usembassy.state.gov
Visas	www.travel.state.gov/visa/visa_1750.html
Weather channel	www.weather.com/common/welcomepage/world.html
What's Up With Culture?	www2.pacific.edu/sis/culture/
World Health Organization	www.who.int

APPENDIX M – Approved Affiliate Semester Programs

Program Name; Location	Program Description	Program Course Options	Housing Type	Min. GPA; Classroom Language	Est. * Costs
Semester Abroad Programs: Africa					
Houghton in Tanzania Tanzania- Iringa (Spring semester only) Find out more at: http://www.houghton.edu/academics/off-campus-studies/houghton-opportunities/houghton-in-tanzania/	This intensive 12-week semester offers the opportunity to experience life in an African context through exposure to history, anthropology, environment, language, politics, and religion. Students will see needs and evaluate them in the light of their Christian beliefs.	Required Courses East African Culture Human Ecology Wildlife Behavior Other Sample Courses Missions in Africa Conversational Swahili Intercultural Experience	Primitive camp Hostel/inn	2.75 English	Instructional Fees: \$15,068 Room and Board: \$ 5,697 GEO Fee: \$25 Total: \$20,790
Uganda Studies Program- CCCU Uganda- near Kampala (includes a 10-day trip to Rwanda) Find out more at: http://www.bestsemester.com/locations-and-programs/uganda	True to Ugandan culture, this program emphasizes the importance of relationships. Participants will become part of the community at Uganda Christian University (UCU), where they will attend classes. Host families and internships also provide students with the opportunity to form life-long connections and to explore the intricacies of cross-cultural relationships.	Required Courses Faith & Action in the Ugandan Context African Context Courses UCU Elective Course Other Sample Courses Social Work Practicum Social Work Seminar for the Ugandan Context African Context Courses	Dormitory Home-stay	2.75 English + option(s): Kiswahili Luganda	Instructional Fees: \$12,990 Room and board: \$2,600 GEO Fee: \$25 Total: \$15,615
Semester Abroad Programs: Asia/Pacific					
Australia Studies Centre-CCCU Australia - Brisbane (note: semester dates vary greatly from IWU semester dates) Find out more at: http://www.bestsemester.com/locations-and-programs/australia	The Australia Studies Centre (ASC) is offered in partnership with Christian Heritage College (CHC), a CCCU affiliate member in Carindale, a suburb of Brisbane, Queensland. The ASC is designed to integrate the firsthand observation and study of Australian culture, history, religion, politics, and indigenous cultures together with experiential learning and formal instruction in Christian Studies, Business, Ministries, Social Sciences, and Education and Humanities.	Required Courses The View from Australia OR Social Sciences Internship Other Sample Courses Australian Aboriginal Cultures World Religions Cross-Cultural Engagement Grammar and Rhetoric Science and Astronomy Music Ancient Philosophy Narrating Western Civilization- Middle Ages and Renaissance Theology of the Trinity Introduction to Marketing International Business	Home-stay Hostel/inn	2.75 English	Instructional Fees: \$12,990 Room and Board: \$5,500 GEO Fee: \$25 Total: \$18,515
Creation Care Studies Program New Zealand Find out more at: http://creationcsp.org/programs/new_zealand-program/	From New Zealand's snow-capped mountains to its topaz coastline, CCSP's New Zealand students explore a wonderland of unique ecosystems. A rigorous academic semester comprised of ecology, theology, environmental literature, and sustainable community development is enhanced by a community living experience from the first day students move into CCSP's Old Convent campus, to homestays with locals.	Courses Introduction to Sustainable Community Development New Zealand Ecosystems God and Nature Environmental Literature Te Kōo Māori (language)	Hostel/inn Dormitory (some home-stay opportunities)	2.75 English	Instructional Fees: \$12,990 Room and Board: \$5,636 GEO fee: \$25 Total: \$18,651
Semester Abroad Programs: Latin America					
Latin American Studies Program-CCCU Central America - Costa Rica, Panama, Nicaragua, Cuba (note: different tracks fall/spring) Find out more at: http://www.bestsemester.com/locations-and-programs/costa-rica	During the Latin American Studies Program, students encounter new voices of praise, different approaches to international affairs, and steadfast social virtue. As they live with different host families, they will gain the opportunity to allow day-to-day realities of Latin American life to permeate their perspectives. They will also interact in Spanish with politicians, business owners, rural farmers, and church leaders; then, develop their own voices to serve in their vocations and spiritual growth.	Core Courses Spanish Language Latin American History & Contemporary Issues Regional Study Travel Sample Electives Responses to Third World Reality Community Immersion/Internship Business Seminar Environmental Science Seminar/Field Research Biological Practicum/Community Immersion	Home-stay	2.75 English & Spanish Required	Instructional Fees: \$12,990 Room and board: \$3,000 GEO Fee: \$25 Total: \$16,015
Taylor-Ecuador Semester Ecuador - Cuenca (note: different tracks fall/spring) (summer option available) Find out more at: http://www.taylor.edu/academics/student-abroad/semester-studies/ecuador-semester-program/	The Ecuador programs provide an in-depth immersion into the Latin American culture, the Spanish language, and the beautiful country of Ecuador through engagement at the Verbo Church's language institutes; home stays; and travels through the Galapagos Islands, the Amazon Jungle, and the coastal region. In addition, students will be given the opportunity to take classes in a major field of study or in general education at the Universidad del Azuay in Cuenca.	Core Curriculum Latin American History Latin American Literature Human Biology Physiology Ecuadorian Culture Spanish Language	Home-stay	REC.: 3.00 English & Spanish Required	Instructional Fee: \$15,636 Room and Board: \$3,913 GEO Fee: \$25 Misc. Program Fees: \$1,101.80 Total: \$20,655.80 (\$500 of the Misc. fees are deposits that should be returned.)
Semester Abroad Programs: Western Europe					
Scholars Semester in Oxford CCCU & Oxford Summer Programme-CCCU England - Oxford (summer option available) Find out more at: http://www.bestsemester.com/locations-and-programs/oxford/ssa http://www.bestsemester.com/locations-and-programs/oxford/ssp	Scholars Semester in Oxford (SSO) is not for the faint of heart. Designed specifically, for students seeking an academically rigorous and robust experience like no other, even the brightest of minds will be molded, shaped, and stretched. Each student and an accomplished Oxford scholar will go head-to-head on a topic chosen from 230 topics relating to history, literature, languages, philosophy, or science. Then, when the semester is all said, done, debated, and graded, students will return home with a community of alumni that continually reconnect over the bond that SSO so passionately unites.	Tutorial Concentrations Classics (e.g. Hellenistic Poetrv. Athenian Democracy in the Classical Age, Latin or Greek Grammar) Philosophy (e.g. Aquinas, Plato, Post-Kantian, Kant, Aristotle, Augustine) Art History (e.g. Art in China, Court Culture and Art, European Cinema) Musicology (e.g. Musical Analysis and Criticism) Social Sciences (e.g. History of the British Isles, Early Gothic France) Language (e.g. French Literature)	Apartment	3.70 (fall & spring) 2.75 (summer) English + option(s): French German Italian Portuguese Russian	Instructional Fees: \$14,900 Partial Board: \$4,400 GEO Fee: \$25 Total: \$19,325 Summer Term Fees: Instructional fees: \$4,650 Partial Board: \$2,500 GEO Fee: \$25 Total: \$7,175
Gordon in Orvieto Italy-Orvieto (note: semester dates vary greatly from IWU semester dates) Find out more at: http://www.gordon.edu/orvieto	This program hopes to foster in its students an attitude of responsive looking and listening for signs of new life in the traditions inhabited by artists, poets, saints, and mystics of the past, especially those of pre-modern Europe in Italy. Students will develop a discerning eye neither nostalgic nor ironic as they explore the disintegrated fragments of the classical-Christian civilization of the West, raiding the past in order to rebuild the present.	Required Courses Disegno in Orvieto Italian Language Studies Other Sample Courses Renaissance Narrative Painting Studio Poetry and Ekphrasis Digital Photography Theology of Art in Christian Historical Tradition Text & Image The Reformations of the 16 th c. Portraiture in Oil Sculpture	Dormitory	REC.: 3.00 English + option(s): Italian	Tuition, room, & board \$18,500 Orvieto excursion fee: \$200 Class Supplies Fee: \$200 Italian Visa Fee: \$55 GEO fee: \$25 Total: \$18,980 (some flight cost included; contact program for details.)

* COSTS can vary depending on course fees and other variables; generally includes tuition, room and partial or full meal plan (unless otherwise noted) plus program and IWU global program fees. Estimated costs listed generally do NOT include passport, visa, or international travel costs unless noted, or transcript requests.

Personal expenses are NOT included in costs.

All Global Engagement programs are monitored carefully and vetted for safe travel by IWU's Office of Risk Management.

If a travel location is under a Travel Warning or Health Notice from the US Department of State, travel to that country may be prohibited.

Programs marked CCCU (Council for Christian Colleges & Universities) are transcribed by IWU, and receive an IWU letter grade. All others receive Transfer Credit.

NEXT PAGE: Continued

myindwes.edu/directory/global

global@indwes.edu

Program Name; Location	Program Description	Program Course Options	Housing Type	Min. GPA; Classroom Language	Est. * Costs
Semester Abroad Programs: Western Europe, cont'd.					
Taylor-Irish Studies Program Ireland - Greystones (Spring semester only) Find out more at: http://www.taylor.edu/academics/study-abroad/semester-studies/irish-studies-program.shtml	The Irish Studies Program is designed for students to expand cultural and spiritual awareness by studying and experiencing the history and culture of Ireland. Irish literature, Irish history, Celtic studies, and Contemporary Ireland comprise the core of the course of study. Then, reflection for personal growth occurs through residence life, guided discussions, and chapel. Students are encouraged to worship with local churches and fellowships.	Sample Courses Contemporary Ireland Irish History Living Cross-culturally Irish Literature Celtic Christianity Hill Climbing Irish Dance & Drum/Participation in the Arts	Dormitory	2.75 English	Instructional Fees: \$12,990 Room and Board: \$3,758 GEO Fee: \$25 Program Fees: \$1,451.80 Total: \$18,224.80
BCA Barcelona Spain - Barcelona Find out more at: http://bcastudyabroad.org/barcelona-spain/	For students who hope to improve their Spanish language skills, this program offers them both the opportunity to take classes at the prestigious University of Barcelona and to immerse themselves in the Spanish culture by living with a host family, navigating city transportation, and volunteering in local organizations.	Sample Courses Literature and Art History Contemporary Spanish Theater 20 th c. Spanish American Lit. Business Administration & Econ. Accounting Int'l Economic Administration Spanish Language Translation Techniques Political Science European Integration Biology Biological Anthropology	Home-stay	3.00 English & Spanish Required	Instructional Fees: \$13,073 Room and board: \$4,500 GEO Fee: \$25 Total: \$17,405
Trinity-Semester in Spain Spain - Seville (summer option available) Find out more at: https://www.semesterinspain.org/	<i>Highly recommended for Spanish majors.</i> Semester in Spain is a Spanish language immersion study abroad program of Trinity Christian College. With native professors, students will excel academically while living in the bustling and historic city of Seville. Through home-stays, excursions, and service projects, students will experience the culture first hand.	Sample Courses Beginning Spanish I Intermediate Spanish Grammar and Composition Advanced Grammar and Composition Selected Readings in Spanish Literature History of Spanish Art Survey of Art, Culture, & Religion in the Golden Age Spanish American Literature	Home-stay	2.75 Spanish ONLY (Beg/Int./Adv)	Instructional Fees: \$14,900 Room and Board: \$4,031 GEO Fee: \$25 Student Visa: \$160 Transportation: \$100 Total: \$19,216
Semester Abroad Programs: Eastern Europe					
LCC International University Lithuania - Klaipeda (summer option available) Find out more at: http://www.lcc.lt/home/study-abroad/study-abroad-lithuania/study-abroad-courses/	LCC International University is a nationally and internationally recognized liberal arts university. It has distinguished itself in the region by preparing students for success in the 21 st century as professionals and global citizens. American students who live at the university for a semester will have the opportunity to live with peers from 26 different countries, immerse themselves in different perspectives, explore urban life in Lithuania, see the face of God uniquely manifested in unexpected places and people, and create authentic memories that are more than just check marks on a must-see list.	Areas of Study Business Administration (e.g. Principles of Accounting, Calculus for Business and Economics) English and Communication (e.g. Public Relations, Media Culture in a Digital Age, Leadership, Literature) General Studies (e.g. Global Leaders, Cross-cultural Seminar) Lithuanian Studies (e.g. Introductory Lithuanian) Social Sciences (e.g. Conflict Analysis, Political Economy, Human Development, Health Psychology)	Dormitory	2.75 English + option(s): German Lithuanian	Instructional Fees: \$12,990 Room and Board: \$2,867 GEO Fee: \$25 Total: \$15,882 (stipend for personal food)
Semester Abroad Programs: Middle East					
Middle East Studies Program-CCCU Jordan - Amman (with other regional travel as possible) Find out more at: http://www.bestsemester.com/locations-and-programs/middle-east	Students will get the chance to immerse themselves in 6,000 years of history in Jordan. They will explore ancient sites like Petra and Jerash, snorkel in the coral reefs of the Red Sea, share tea with a Bedouin Sheikh, barter in Arabic in the market, share stories with schoolchildren in the Old City of Jerusalem, and watch the Holy Land take new shape as they encounter Christ in the regions he walked.	Courses Introduction to Arabic Language Islamic Thought and Practice Conflict & Change in the Middle East Peoples & Cultures of the Middle East Intercultural Practicum Credits	Apartment Home-stay	2.75 English + option(s): Arabic	Instructional Fees: \$12,990 Room and board: \$3,900 GEO Fee: \$25 Total: \$16,915
Semester Away Programs - USA					
Au Sable Institute for Environmental Studies Mancelona, MI or Coupeville, WA (summer only) Find out more at: http://ausable.org/courses/	Au Sable Institute offers environmental science programs for students and adults of all ages, allowing them to encounter both the wonders of God's world and the challenges of caring for creation.	Sample Courses Insect Ecology of Streams, Forests, and Fields Environmental Law and Policy Environmental Chemistry Tropical Agriculture and Missions Restoration Ecology	Dormitory	2.75 English	Cost: 3,745 *Varies by Location
LA Term - Azusa Pacific University Los Angeles, CA Find out more at: http://www.apu.edu/laterm/	Los Angeles Term is an urban semester program that combines experience-based education, hands-on professional training, and cultural immersion into a comprehensive academic semester. The uniqueness of this program is its commitment to total cultural immersion, social change, and community engagement.	Courses Urban Culture Urban Religious Movements Community Transformation Urban Systems Community Internship	Home-stay	2.75 English	Tuition: \$17,770 Term Program Fees: \$3,600 Insurance Fee: \$900 Service Fee: \$290 GEO Fee: \$25 Total: \$22,585 (insurance fee can be waived)
LA Film Studies Center-CCCU Los Angeles, CA Find out more at: http://www.bestsemester.com/locations-and-programs/los-angeles	The LA Film Studies Center exists to provide a space for people who are passionately driven to create stories. They train students in the craft of expressing their authentic voice while walking out their faith journey. Students are introduced to like-minded people living and working in the business, while also being provided with equipment, knowledge, and opportunities to make their mark on the culture.	Core Courses Hollywood Production Workshop Faith & Artistic Development in Film Internship: Inside Hollywood Sample Electives Narrative Storytelling Professional Acting for the Camera Professional Screenwriting Independent Study	Apartment	2.75 English	Instructional Fees: \$12,990 Room (only): \$4,800 GEO Fee: \$25 Total: \$17,815
Contemporary Music Center-CCCU Nashville, TN (3 tracks: artist, business, technical) Find out more at: http://www.bestsemester.com/locations-and-programs/nashville	The Contemporary Music Center (CMC) offers participants a front-row ticket to the music industry. They will learn all of Nashville's ins and outs by visiting a publishing house and modern recording studio and meeting with a working songwriter, producer, engineer, or music arranger.	Core Courses Faith, Music, & Culture Inside the Music Industry Sample Electives Essentials of Songwriting Strategic Management Concert Production	Apartment	2.75 English	Instructional Fees: \$12,990 Room and board: \$4,000 GEO Fee: \$25 Total: \$17,015
American Studies Program-CCCU Washington, DC Find out more at: http://www.bestsemester.com/locations-and-programs/washingtondc.asp	Program participants will engage in what it means to be in community and to be a leader. To continue this conversation, they will interact in a dozen on-site visits with expert scholars and policy makers, as well as participate in internships, professional mentorships, and service opportunities that offer the chance to further define their vocations.	Sample Courses Applied Politics & Public Policy Seminar Public Policy Research Project Case Studies in Strategic Communication Advocacy, Fundraising, & Development	Apartment	2.75 English	Instructional Fees: \$12,990 Room and board: \$3,000 GEO Fee: \$25 Total: \$16,015
Chicago Semester Chicago, IL	The mission is to provide urban, experiential education from a Christian perspective that equips students for integrated personal, professional, and public lives.	Sample Courses Arts & The City Diversity & Inequality Urban Planning, Development, & Sustainable City (Spring only)	Apartment	Student Teachers: 3.0 Other: 2.5 English	Instructional Fees: \$12,990 Living Expenses: \$3,000 (Includes rent and some food) GEO Fee: \$25 Total: \$16,015

APPENDIX N – MOU Between IWU & In-Country Partnering Organization

**MEMORANDUM OF UNDERSTANDING
BETWEEN
INDIANA WESLEYAN UNIVERSITY
AND
[INSERT PARTNER'S LEGAL NAME]**

Indiana Wesleyan University ("IWU" or "University"), located at 4201 South Washington Street, Marion, Indiana 46953, and, [INSERT PARTNER'S LEGAL NAME], located at [INSERT PARTNER'S FULL ADDRESS] ("Partner"), each a "party" and collectively the "parties", knowingly and willingly enter into this Memorandum of Understanding ("MOU" or "Memorandum") according to the underlying terms and conditions:

I. RESPONSIBILITIES

A. IWU, institutionally, will:

1. Provide initial cross-cultural orientation and travel risk management training for trip participants;
2. Provide at least one IWU faculty or staff team leader to accompany trip participants;
3. Retain full responsibility for student selection, student conduct expectations, commensurate with Student Handbook guidelines, and disciplinary measures;
4. Ensure that the faculty/staff leaders and student participants will have background checks done on them prior to the trips;
5. Provide support for returning participants and an opportunity to debrief on the service learning experiences;
6. Be responsible for securing participant trip finances and paying the Partner for food, lodging, and in-country transportation, and other associated costs in advance of the trip; and,
7. Maintain, in full force throughout the term of this MOU, foreign/travel insurance coverage for its participants.

B. Partner will:

1. Provide appropriate housing, ensuring that reasonable security is in place;
2. Provide appropriate and sufficient food and beverages;
3. Provide in-country transportation, reasonably ensuring that the transportation provider is fully licensed and insured commensurate with the standards established for in-country missionaries/personnel;
4. Provide an in-country orientation to participants, including, but not limited to emergency procedures, and Partner's policies and rules of conduct;
5. Ensure that all expatriate staff, contracted or otherwise, have been fully vetted with formal background checks, and when reasonably possible, all national staff, contracted or otherwise will receive background checks commensurate with generally accepted standards within the country; and,
6. Provide appropriate experiential service learning opportunities for participants.

C. IWU and Partner collaboratively will:

1. Collaboratively determine the trip budget;
2. Endeavor to create service learning opportunities that appropriately challenge trip participants and respect the privacy and dignity of nationals with whom participants interact;
3. Provide appropriately qualified and experienced personnel and adequate financial resources for the Trips; and,
4. Appropriately prepare participants for the learning environment abroad including orientation and providing returning students support.

II. PARTICIPANT ELIGIBILITY

Students in the Trips must be full-time students, eighteen (18) years of age or older, enrolled at IWU, and as such are subject to IWU's rules, policies, provisions, and fees. The minimum and maximum capacity and enrollment for the Trips shall be determined jointly between both parties.

III. REPRESENTATIVES

Each of the parties designates an individual to have primary responsibility for implementing the terms of this MOU and resolving any problems that might arise in the implementation of this MOU. In the case of:

- IWU: [INSERT NAME], [INSERT TITLE];
- Partner: _____, _____
Name Title

IV. ACCESS TO INFORMATION

The parties agree to make available to each other all relevant information required to ensure that each party can fulfill its responsibilities under the terms of the MOU. Relevant information includes such things as team leader credentials, a student/staff roster of participants, the gender of participants, declared academic majors, and special needs/restrictions. The parties agree to abide by any specifically-asserted (disclosed) confidentiality provisions that may attach to such material, and abide by relevant state and federal laws and regulations regarding privacy, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

V. INCIDENT NOTIFICATION

Parties agree to notify each other as soon as possible, and in writing, of any incident, occurrence, policy violation, disciplinary issue, or claim arising out of or in connection in any way with this MOU. Such incidents include, but are not limited to, crimes, altercations, injuries, incidents of illegal harassment, potentially harmful or traumatic experiences, accidents involving property, or other claims arising out of policy violations, and/or infractions of the law. Each party shall have the right to investigate such incidents with the cooperation of the other party, maintaining the highest standards of confidentiality and sensitivity for the respective situation.

VI. MUTUAL INDEMNIFICATION AND INSURANCE

- A. Each party shall be liable for payment of its portion of all claims, liability, costs, expenses, demands, settlements, and/or judgments resulting from negligence, actions or omissions of itself or its own representatives, directors, and employees relating to or arising under this MOU.
- B. Each party, to the fullest extent allowed by law, agrees to indemnify, hold harmless, and defend the other party from and against any and all claims, demands, actions, settlements, costs, damages or judgments, including reasonable attorney's fees and litigation expenses, based upon or arising out of the activities described in this MOU, where such claims, demands, actions, settlements, costs, damages, and/or judgments relate to its own negligence, actions or omissions or that of its agents, representatives, students, as applicable, or employees. The provisions of this section shall survive the termination of this Memorandum.
- C. Each party shall secure and maintain for the duration of the Agreement term, adequate insurance to indemnify them against any loss or damage which they incur or cause in the course of collaboration under this Agreement, including to the extent feasible and relevant: workers compensation insurance, general liability insurance, auto liability insurance, and any other insurance that the Parties consider necessary.
- D. Upon request, each Party will provide evidence of such liability coverage to the other Party, including but not limited to carrier name(s), policy coverage periods, and coverage limits.

VII. CRISIS MANAGEMENT

While the Partner's safety, security, and risk management policies and procedures will serve as the primary mechanism for crisis management, IWU reserves the right to assume responsibility for managing the crisis as it pertains to its participants, in collaboration with the Partner's officials and administrators.

VIII. USE OF UNIVERSITY NAME

Partner agrees that it shall not use the University's name, abbreviated name, trademarks, service marks, trade names, logos, or icons in any form or manner whatsoever, without the written authorization of the University.

IX. DURATION

The initial term of this MOU shall be from _____ to _____. Thereafter, this MOU may be extended, modified, or replaced by mutual written consent, or, ended by either of the parties by written notification.

X. MODIFICATIONS

The terms of this MOU may be modified by mutual written consent at any time.

XI. ENTIRE MOU

This MOU is a complete and exclusive statement of the agreement between the parties and supersedes all proposals, oral or written, and all other communications between the parties relative to the subject matter of this MOU unless such documents or written communications are specifically referred to and incorporated herein.

XII. TERMINATION

- A. This MOU may be terminated at any time by mutual agreement. If one of the parties wishes to terminate the MOU by other than mutual agreement, that party must:

1. Issue a delivery-certified notice of proposed termination;
2. Commit to timely disbursement of any monies owed to the other party; and,
3. Honor obligations which are outstanding at the time of proposed termination of the MOU – obligations which, if unfulfilled, would be likely to materially disadvantage one of the parties or other persons who are the subject of the MOU.

XIII. ASSIGNMENT

Neither party shall assign, subcontract, or transfer (“Assignment”) any of its rights or obligations under this MOU to a third party without prior written consent of the other party, which will not be unreasonably delayed or withheld.

XIV. WAIVER

No term or provision herein shall be deemed waived and no breach excused unless such waiver or consent is in writing and signed by the party claimed to have waived or consented. Any consent by any party, or waiver of, a breach by the other, whether expressed or implied, shall not constitute a consent to, or waiver of, or excuse for any different or subsequent breach.

In witness of the terms of this Memorandum and intending to be legally bound, the following authorized representatives have signed this MOU on behalf of their respective organizations.

Partner

Indiana Wesleyan University

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

APPENDIX O – Education Abroad Program Budget Worksheet



GLOBAL ENGAGEMENT

Trip Budget Worksheet

Travel Classes, Intercultural Field Trips, and Global Service Learning Trips

(see Instructions/Explanations below)

Per-Person Expenses

<i>Airfare</i>	\$
<i>Travel to Airport</i>	\$
<i>Food in Transit</i>	\$
<i>Visa or Airport Fees (if applicable)</i>	\$
<i>Baggage Fee (if applicable)</i>	\$

<i>Housing</i>	\$
<i>Meals</i>	\$
<i>Transportation</i>	\$
<i>Activity Cost</i>	\$
<i>Education Abroad Administrative Fee</i>	\$25 (non-refundable deposit)
<i>International Health Insurance</i>	\$40 (per 4-week period)
<i>Contingency Fund</i>	\$50

<i>Other (please explain)</i>	\$
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TOTAL Cost Per-Person	\$	(1)
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Cost Per-Student (not including trip leader and not including tuition)

<i>Anticipated Number of Students</i>		(a)
<i>Number of Leaders</i>	2 (required)	(b)
<i>TOTAL Number of Travelers</i>		(c)
<i>TOTAL Cost of Trip</i>		(2)
<i>Divided by the Number of Students</i>		(a)

TOTAL Cost Per-Student	\$	(3)
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TOTAL Tuition Cost (based on current budget year and total credit hours)	\$
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Budget Worksheet Instructions

Calculating Cost Per-Student

1. Establish budget item costs (see explanations below).
2. Add all expenses per-participant, giving a total cost per-person **(1)**.
3. Begin with a number that is somewhere between the minimum number of students required for a course (6) and the maximum number you want to have on the trip **(a)**.
4. Add the number of leaders **(b)** to give total number of travelers going on trip **(c)**.
5. Multiply the cost per-person **(1)** by the total number of travelers going on trip **(c)**. This will give you the total cost of the trip **(2)**.
6. Divide the total cost for trip **(2)** by the number of students **(a)**. This will give the final cost per-student for the trip **(3)**.

NOTE: It is expected that the cost to the students cover expenses for the leader(s).

Explanation of Costs

If for any of the budget items you only have a lump sum, divide that amount by the total number going on the trip **(c)** on the budget worksheet in order to get the per-person cost.

- **Airfare:** This will be an estimated cost based on the time of the proposal. Students may have additional airfare expenses depending on their travel itinerary before/after the travel class.
- **Travel to Airport:** This item presumes that the group is leaving together from IWU. If you are meeting at the airport, this amount would be \$0.
- **Food in Transit:** This includes any food the group may need that is not included on the flights.
- **Visa or Airport Fees:** These are costs sometimes required to enter and/or leave the destination country, whether incurred through an embassy or at the airport.
- **Housing:** The cost of housing while traveling and at the destination site.
- **Meals:** The cost of all meals during the trip is covered while traveling or on site.
- **Transportation:** This includes all travel that the group will do while at the destination site, regardless of the means of transportation.
- **Activity Cost:** This includes entrance fees to museums, parks, etc. It would also include costs for service projects and any activities that are a part of the experience.
- **Education Abroad Administrative Fee:** This would include promotional material, training resources, and administrative support from Global Engagement Office staff.
- **International Health Insurance:** This cost is \$40 per 4-week period of travel per-person. This is required of all international travel associated with Indiana Wesleyan University.
- **Contingency Fund:** These funds are budgeted to cover an emergency situation that may arise during the proposed trip. Unused Contingency Funds are deposited in a general Education Abroad Contingency Fund.
- **Other:** Include here all items such as tips, emergency funds, or anything else that does not fit in the other categories.

Appendix P – Fundraising Ideas

- Sell some of your possessions
- Get a temporary/part-time job, and begin a savings account for your travel
- Offer to do odd jobs for people (e.g. rake leaves, clean out gutters, paint a room, shovel snow, mow a lawn, etc.), and let people know that the money is going towards your education abroad experience
- Offer to babysit your professor's kids so that they can have a date night; or ask your church about coordinating a Valentine's Date Night for couples in your church – ask your friends or the group members to help!
- Ask others to donate to a garage/yard sale that you run, proceeds to go to your program expenses
- Coordinate a bake sale, flower sale (esp. around February 14th!), t-shirt sale, craft items, specialty donuts, etc.; check out student life events and find out if you can have the fundraising event during a special event
- Host a dinner or dessert reception at your home church, or at a friend's house (ask first!). Ask people/businesses/restaurants to donate the food and take up a love-offering as well. Share your plans/testimony, and what God is calling you to do!
- Host a "battle of the bands," and take up a love-offering
- Do a bike-a-thon, walk-a-thon, or some kind of athletic/exercise event and have people sponsor the participants
- Coordinate a dorm "penny war"
- Ask for tie donations (especially from professors!) and have a Tie Auction in McConn
- Collect aluminum cans and turn them in to a recycling center
- Write a prayer and financial support letter to friends, family members, and your home church (note: see Appendix F for guidelines)

NOTE: All fundraisers for IWU sponsored events must be approved. The proposal/approval form can be found on the MyIWU Portal page under Student Development. If you have questions or need assistance, contact the GEO.

Appendix Q – Support Letter Instructions for Global Service Learning Teams

- The letter should be personal (as opposed to being formal)
- Write about what God is doing in your life right now and why you believe God wants you to participate with this Global Service Learning Team
- Tell about WHO you and your team will be working with (i.e. organization name), WHERE you will be serving (i.e. city and country), WHAT you will be doing (keep this brief and succinct), and WHY this type of ministry is important in that part of the world.
- Do not get too wordy; be clear, concise and to the point
- Make the direct ask related to prayer and financial support
- Keep the letter to no more than one page
- Consider including a photo in the letter
- Be sure to check for grammatical errors, flow of the letter, and the overall appearance; it is best to have at least one person proofread it critically to help you!
- Write a personalized note on the bottom of the letter
- Say in the letter that you will be following up (in person or by phone) a week or so after they receive your letter in order to answer any questions they may have about the trip
- Use a response form (see example below) and return envelope (stamped and addressed) that is easy for people to use

Response Form (sample)

_____ YES! I/we would like to partner with you and what God is going to do in and through your life in (NAME OF COUNTRY) this Spring Break/Summer. Enclosed is my/our financial gifts of \$ _____. We commit to praying for you.

NAME: _____

ADDRESS: _____

Email (optional): _____

NOTE: All donations are tax deductible and should be made out to Indiana Wesleyan University. Please mark “Global Service Learning Team” in the memo line, but do not write my name on the check. Checks and response forms should be sent to: [NAME] [ADDRESS of STUDENT], and will be deposited into my student account.

Appendix R – Support Letter Template for Global Service Learning Teams

Date

Dear _____,

I am excited to share with you about an opportunity I have this year to go on an Indiana Wesleyan University (IWU) Global Service Learning Team to [name of city/country]. Global Service Learning Teams are programs through IWU which partner with different Christian mission organizations in sending students all over the world each year to love and serve people in Jesus' name. The organization my team will be partnering with is called [name of organization] and their mission is to [organization's mission/purpose statement]; you can read more about them here: [link to organization webpage]. More specifically, what our team will be doing in [city and country name] from [dates of trip] is [brief description of the team's ministry; use concise language, even bullet points].

I have prayed about this opportunity and I believe that this is something God wants me to do, and I know that God is going to provide the \$_____ I need to raise in order to go. I have already begun to save money and do some other fundraising projects with my team, and to date I have \$_____ in my account, but as you can see, I have a ways to go; thus my reason for writing you today.

First, I want to ask if you would be willing to pray for me and the team as we embark on this journey. I have a goal of recruiting [number] prayer partners who will covenant to pray for me and my team before, during and after our trip – I would love for you to be part of that prayer team. Secondly, I ask you to willingly and prayerfully consider contributing financially to this mission endeavor. If so, I have enclosed a response form and return envelope for your convenience.

Thank you for considering this. I look forward to sharing with you what God does in and through my life as a result of this experience.

In Christ,

[Your name here]

[Personal hand-written note here]

Appendix S – Cultural Insurance Services International policy



World Class Coverage Plan *designed for* **Indiana Wesleyan University** **Education Abroad Participants (2013-2014)**

Administered by Cultural Insurance Services International • River Plaza • 9 West Broad Street • Stamford, CT 06902-3788
This plan is underwritten by Arch Insurance Company, a Missouri Corporation (NAIC # 11150)

Executive offices are located at One Liberty Plaza, New York, NY 10006
Coverage is subject to actual policy language.

Benefits are provided for eligible Insured Persons. Terms and conditions are briefly outlined in this description of coverage. Complete provisions pertaining to this insurance are contained in the policy. In the event of any conflict between this description of coverage and the policy, the policy will govern.

Schedule of Benefits Coverages and Services	Policy# <i>STB009990700</i> Maximum Limits
Section I	
• Accidental Death Per Insured	\$25,000
• Medical Expense (per Accident or Sickness):	
Deductible	zero
Basic Medical	\$100,000 at 100%
• Extension of Benefits	30 days
• Home Country Coverage	\$10,000 (secondary only)
• Emergency Medical Reunion	\$3,000 (\$100/day)
• Travel Delay	\$500 (\$100/day)
• Baggage & Personal Effects	\$50 deductible, \$100/article up to \$200
Section II	
• Team Assist Plan (TAP): 24-7 medical, travel, technical assistance	
• Emergency Medical Evacuation	\$100,000
• Return of Mortal Remains	\$50,000
• Team Assist Plan ID Number: 01-AA-CIS-01133	
Section III	
• Security Evacuation (Comprehensive)	\$100,000

Section I - Benefit Provisions

Benefits are payable under the Policy for Covered Expenses incurred by an Insured Person for the items stated in the Schedule of Benefits. Benefits shall be payable to either the Insured Person or the Service Provider for Covered Expenses incurred Worldwide. The first such expense must be incurred by an Insured Person within 30 days after the date of the Covered Accident or commencement of the Sickness; and

- All expenses must be incurred by the Insured Person within 52 weeks from the date of the Covered Accident or commencement of the Sickness; and
- The Insured Person must remain continuously insured under the Policy for the duration of the treatment.

The charges enumerated herein shall in no event include any amount of such charges which are in excess of Reasonable and Customary charges. If the charge incurred is in excess of such average charge such excess amount shall not be recognized as a Covered Expense. All charges shall be deemed to be incurred on the date such services or supplies, which give rise to the expense or charge, are rendered or obtained.

Accidental Death and Dismemberment Benefit

Accidental Death Benefit. If Injury to the Insured results in death within 365 days of the date of the accident that caused the Injury, the Company will pay 100% of the Maximum Amount.

Accidental Dismemberment Benefit. If Injury to the Insured results, within 365 days of the date of the accident that caused the Injury, in any one of the Losses specified below, the Company will pay the percentage of the Maximum Amount shown below for that Loss:

For Loss of:	Percentage of Maximum Amount
Both Hands or Both Feet	100%
Sight of Both Eyes	100%
One Hand and One Foot	100%
One Hand and the Sight of One Eye	100%
One Foot and the Sight of One Eye	100%
Speech and Hearing in Both Ears	100%
One Hand or One Foot	50%
The Sight of One Eye	50%
Speech or Hearing in Both Ears	50%
Hearing in One Ear	25%
Thumb and Index Finger of Same Hand	25%

"Loss" of a hand or foot means complete severance through or above the wrist or ankle joint. "Loss" of sight of an eye means total and irrecoverable loss of the entire sight in that eye. "Loss" of hearing in an ear means total and irrecoverable loss of the entire ability to hear in that ear. "Loss" of speech means total and irrecoverable loss of the entire ability to speak. "Loss" of thumb and index finger means complete severance through or above the metacarpophalangeal joint of both digits.

If more than one Loss is sustained by an Insured as a result of the same accident, only one amount, the largest, will be paid. Only one benefit, the largest to which you are entitled, is payable for all losses resulting from the same accident. Maximum aggregate benefit per occurrence is \$1,000,000.

Accident and Sickness Medical Expenses

The Company will pay Covered Expenses due to Accident or Sickness only, as per the limits stated in the Schedule of Benefits. Coverage is limited to Covered Expenses incurred subject to Exclusions. All bodily Injuries sustained in any one Accident shall be considered one Disablement, all bodily disorders existing simultaneously which are due to the same or related causes shall be considered one Disablement. If a Disablement is due to causes which are the same or related to the cause of a prior Disablement (including complications arising there from), the Disablement shall be considered a continuation of the prior Disablement and not a separate Disablement.

Treatment of an Injury or Illness must occur within 30 days of the Accident or onset of the Illness.

When a covered Injury or illness is incurred by the Insured Person the Company will pay Reasonable and Customary medical expenses excess of the Deductible and Coinsurance as stated in the Schedule of Benefits. In no event shall the Company's maximum liability exceed the maximum stated in the Schedule of Benefits as to Covered Expenses during any one period of individual coverage.

The Deductible and Coinsurance amount consists of Covered Expenses which would otherwise be payable under this Policy. These expenses must be borne by the Insured Person.

Covered Accident and Sickness Medical Expenses

Only such expenses which are specifically enumerated in the following list of charges, and are incurred within the Period of Coverage, and which are not excluded, shall be considered Covered Expenses.

- Charges made by a Hospital for room and board, floor nursing and other services inclusive of charges for professional service and with the exception of personal services of a non-medical nature; provided, however, that expenses do not exceed the Hospital's average charge for semiprivate room and board accommodation
- Charges made for Intensive Care or Coronary Care charges and nursing services
- Charges made for diagnosis, treatment and Surgery by a Physician
- Charges made for an operating room
- Charges made for Outpatient treatment, same as any other treatment covered on an Inpatient basis. This includes ambulatory Surgical centers, Physicians' Outpatient visits/examinations, clinic care, and Surgical opinion consultations
- Charges made for the cost and administration of anesthetics
- Charges for medication, x-ray services, laboratory tests and services, the use of radium and radioactive isotopes, oxygen, blood, transfusions, and medical treatment
- Charges for physiotherapy, if recommended by a Physician for the treatment of a specific Disablement and administered by a licensed physiotherapist
- Dressings, drugs, and medicines that can only be obtained upon a written prescription of a Physician or Surgeon
- Charges made for artificial limbs, eyes, larynx, and orthotic appliances, but not for replacement of such items
- Local transportation to or from the nearest Hospital or to and from the nearest Hospital with facilities for required treatment. Such transportation shall be by licensed ground ambulance only, within the metropolitan area in which the Insured Person is located at that time the service is used. If the Insured Person is in a rural area, then qualified licensed ground ambulance transportation to the nearest metropolitan area shall be considered a Covered Expense.
- Nervous or Mental Disorders are payable a) up to \$1,000 for outpatient treatment; or b) up to \$5,000 on an inpatient basis. The Company shall not be liable for more than one such inpatient or outpatient occurrence per lifetime under the Policy with respect to any one Insured
- Chiropractic Care and Therapeutic Services shall be limited to a total of \$50 per visit, excluding x-ray and evaluation charges, with a maximum of 10 visits per injury or illness. The overall maximum coverage per injury or illness is \$500 which includes x-ray and evaluation charges
- With respect to Accidental Dental, an eligible Dental condition shall mean emergency dental repair or replacement to sound, natural teeth damaged as a result of a covered Accident

Extension of Benefits

Those Covered Expenses that are incurred inside the Insured Person's Home Country related to an Illness or Injury which occurred outside the Insured Person's Home Country and during the period of coverage shall be paid. Covered Expenses described above which are incurred in the Insured Person's Home Country are limited to the maximum stated in the Schedule of Benefits. Extension of Benefits. Benefits incurred in an Insured's Home Country will be administered on a secondary basis.

Emergency Medical Reunion

When an Insured Person is hospitalized for more than 6 days, the Company will reimburse for round trip economy-class transportation for one individual

selected by the Insured Person, from the Insured Person's current Home Country to the location where the Insured Person is hospitalized and return to the current Home Country. Coverage is also provided **immediately (to up to 10 days)** following a felonious assault (i.e., theft or rape) for victims needing the support of a family member or friend. The benefits reimbursable will include:

The cost of a round trip economy airfare and their hotel and meals up to the maximum stated in the Schedule of Benefits, Emergency Medical Reunion.

All transportation in connection with an Emergency Medical Reunion must be pre-approved and arranged by the Assistance Provider.

Travel Delay

The Company will reimburse the Insured Person for Covered Expenses on a one-time basis, up to the maximum shown in the Schedule, if the Insured Person is delayed en route to or from the trip for twelve (12) or more hours due to the following reasons:

- a) Any delay of a Common Carrier (including inclement weather).
- b) Any delay by a traffic accident en route to a departure, in which the Insured Person is directly or not directly involved.
- c) Any delay due to lost or stolen passports, travel documents or money, quarantine, hijacking, unannounced strike, natural disaster, civil commotion or riot, or Injury/Sickness of the Insured Person.

Covered Expenses Include: Meals and lodging limited to \$100 per day.

Baggage & Personal Effects

The Company will reimburse the Insured Person, up to the amount stated in the Schedule of Benefits, Baggage and Personal Effects for theft or damage to baggage and personal effects, checked with a Common Carrier, provided the Insured Person has taken all reasonable measures to protect, save and/or recover his/her property at all times. The baggage and personal effects must be owned by and accompany the Insured Person at all times. There will be a per article limit of \$100.

The Company will pay the lesser of the following:

- a) The actual cash value (cost less proper deduction for depreciation at the time of loss, theft or damage);
- b) The cost to repair or replace the article with material of a like kind and quality; or
- c) \$100 per article.

Exclusions

For benefits listed under Accidental Death and Dismemberment, this insurance does not cover:

- Disease of any kind; Sickness of any kind
- Suicide or any attempt thereof, while sane or self destruction or any attempt thereof, while insane
- Bacterial infections except pyogenic infection which shall occur through an accidental cut or wound
- Service in the military, naval or air service of any country
- While riding or driving in any kind of competition
- Injury sustained while the Insured Person is riding as a pilot, student pilot, operator or crew member, in or on, boarding or alighting from, any type of aircraft
- Any consequence, whether directly or indirectly, proximately or remotely occasioned by, contributed to by, or traceable to, or arising in connection with war, invasion, act of foreign enemy hostilities, warlike operations (whether war be declared or not), or civil war; mutiny, riot, strike, military or popular uprising insurrection, rebellion, revolution, military or usurped power
- Injury sustained while the Insured Person is riding as a passenger in any aircraft (a) not having a current and valid Airworthy Certificate and (b) not piloted by a person who holds a valid and current certificate of competency for piloting such aircraft
- Injury occasioned or occurring while the Insured Person is committing or attempting to commit a felony or to which the contributing cause was the Insured Person being engaged in an illegal occupation.

For all other benefits, this Insurance does not cover:

- Pre-Existing Conditions, except as defined in the policy (this exclusion does not apply to Emergency Medical Evacuation and Return of Mortal Remains)

Note: This policy does pay benefits to a maximum of \$1,000 for loss due to a Pre-existing Condition.

- Injury or Illness which is not presented to the Company for payment within 12 months of receiving treatment.
- Charges for treatment which is not Medically Necessary
- Charges for treatment which exceed Reasonable and Customary charges
- Charges incurred for Surgery or treatments which are, Experimental/Investigational, or for research purposes
- Services, supplies or treatment, including any period of Hospital confinement, which were not recommended, approved and certified as Medically Necessary and reasonable by a Physician
- Any consequence, whether directly or indirectly, proximately or remotely occasioned by, contributed to by, or traceable to, or arising in connection with war, invasion, act of foreign enemy hostilities, warlike operations (whether war be declared or not), or civil war; mutiny, riot, strike, military or popular uprising insurrection, rebellion, revolution, military or usurped power
- Injury sustained while participating in professional athletics
- Routine physicals, immunizations, or other examinations where there are no objective indications or impairment in normal health, and laboratory diagnostic or x-ray examinations, except in the course of a Disablement established by a prior call or attendance of a Physician
- Treatment of the Temporomandibular joint
- Vocational, speech, recreational or music therapy
- Services or supplies performed or provided by a Relative of the Insured Person, or anyone who lives with the Insured Person
- Travel arrangements that were neither coordinated by nor approved by the Assistance Company in advance, unless otherwise specified
- Cosmetic or plastic Surgery, except as the result of a covered Accident; for the purposes of this Policy, treatment of a deviated nasal septum shall be considered a cosmetic condition
- Elective Surgery or Elective Treatment which can be postponed until the Insured Person returns to his/her Home Country, where the objective of the trip is to seek medical advice, treatment or Surgery
- Treatment and the provision of false teeth or dentures, normal ear tests and the provision of hearing aids
- Eye refractions or eye examinations for the purpose of prescribing corrective lenses for eye glasses or for the fitting thereof, unless caused by Accidental bodily Injury incurred while insured hereunder
- Any Mental and Nervous disorders or rest cures, unless otherwise covered under this Policy
- Congenital abnormalities and conditions arising out of or resulting therefrom
- Expenses as a result or in connection with the commission of a felony offense
- Injury sustained while taking part in mountaineering where ropes or guides are normally used; hang gliding; parachuting; bungee jumping; racing by horse, motor vehicle or motorcycle; parasailing
- Treatment paid for or furnished under any other individual or group policy (including no-fault automobile) or other service or medical pre-payment plan arranged through the employer to the extent so furnished or paid, or under any mandatory government program or facility set up for treatment without cost to any individual
- Dental care, except as the result of Injury to natural teeth caused by Accident, unless otherwise covered under this Policy
- Routine Dental Treatment
- Drug, treatment or procedure that either promotes or prevents conception, or prevents childbirth, including but not limited to artificial insemination, treatment for infertility or impotency, sterilization or reversal thereof, or abortion
- Treatment for human organ tissue transplants or bone marrow transplants and their related treatment
- Expenses incurred while the Insured Person is in their Home Country, unless otherwise covered under this Policy
- Weak, strained or flat feet, corns, calluses, or toenails
- Diagnosis and treatment of acne
- Sex change operations, or for treatment of sexual dysfunction or sexual inadequacy
- Weight reduction programs or the surgical treatment of obesity

- Covered Expenses incurred for which the trip to the host country was undertaken to seek medical treatment for a condition

Subrogation

To the extent the Company pays for a loss suffered by an Insured, the Company will take over the rights and remedies the Insured had relating to the loss. This is known as subrogation. The Insured must help the Company to preserve its rights against those responsible for the loss. This may involve signing any papers and taking any other steps the Company may reasonably require. If the Company takes over an Insured's rights, the Insured must sign an appropriate subrogation form supplied by the Company.

Definitions

Accident or Accidental means an event, independent of Illness or self inflicted means, which is the direct cause of bodily Injury to an Insured Person.

Assistance Company means the service provider with which the Company has contracted to coordinate and deliver Emergency travel assistance, medical evacuation, and repatriation.

Benefit Period means the allowable time period the Insured Person has from the date of Injury or onset of Illness to receive Treatment for a covered Injury or Illness. If the Insured Person's plan terminates during the Benefit Period, the Insured Person will still be eligible to receive Treatment so long as the Treatment is within the Benefit Period and outside the Insured Person's Home Country.

Common Carrier means any land, sea, and/or air conveyance operating under a valid license for the transportation of passenger for hire.

Company shall be Arch Insurance Company.

Covered Expenses means expenses which are for Medically Necessary services, supplies, care, or treatment; due to Illness or Injury; prescribed, performed or ordered by a Physician; Reasonable and Customary charges; incurred while insured under this Policy; and which do not exceed the maximum limits shown in the Schedule of Benefits, under each stated benefit.

Deductible means the amount of eligible Covered Expenses which are the responsibility of each Insured Person and must be paid by each Insured Person before benefits under the Policy are payable by the Company. The Deductible amount is stated in the Schedule of Benefits, under each stated benefit.

Dentist means a legally licensed doctor of dental surgery; dental medicine or dental science. A dental hygienist who works within the scope of his/her license, under the supervision of a Dentist, is a covered practitioner.

Effective Date means the date the Insured Person's coverage under this Policy begins. The Effective Date of this Policy is the later of the following:

1. The Date the Company receives a completed Application and premium for the Policy Period or
2. The Effective Date requested on the Application or
3. The Date the Company approves the Application.

Elective Surgery or Elective Treatment means surgery or medical treatment which is not necessitated by a pathological or traumatic change in the function or structure in any part of the body first occurring after the Insured's effective date of coverage. Elective Surgery includes, but is not limited to, circumcision, tubal ligation, vasectomy, breast reduction, sexual reassignment surgery, and submucous resection and/or other surgical correction for deviated nasal septum, other than for necessary treatment of covered purulent sinusitis. Elective Surgery does not apply to cosmetic surgery required to correct a covered Accident.

Emergency means a medical condition manifesting itself by acute signs or symptoms which could reasonably result in placing the Insured Person's life or limb in danger if medical attention is not provided within 24 hours.

Experimental/Investigational means all services or supplies associated with: 1) Treatment or diagnostic evaluation which is not generally and widely accepted in practice of medicine in the United States of America or which does not have evidence of effectiveness documented in peer reviewed articles in medical journals published in the United States. For the Treatment or diagnostic evaluation to be considered effective such articles should indicate that it is more effective than others available; or if less effective than other available Treatments or diagnostic evaluations, is safer or less costly; 2) A drug which does not have FDA marketing approval; 3) A medical device which does not have FDA marketing approval; or has FDA approval under 21 CFR 807.81, but does not have evidence of effectiveness for the proposed use documented in peer reviewed articles in medical journals published in the United States. For the device to be considered effective, such articles should indicate that it is more effective than other available devices for the proposed

use; or if less effective than other available devices, or is safer or less costly. The company will make the final determination as to whether a service or supply is Experimental/Investigational.

Family Member means a spouse, parent, sibling or Child of the Insured Person.

Home Country means the country where an Insured Person has his or her true, fixed and permanent home and principal establishment.

Hospital as used in this Policy means a place that 1.) is legally operated for the purpose of providing medical care and Treatment to sick or injured persons for which a charge is made that the Insured is legally obligated to pay in the absence of insurance 2.) provides such care and Treatment in medical, diagnostic, or surgical facilities on its premises, or those prearranged for its use; 3.) provides 24-hour nursing service under the supervision of a Registered Nurse at all times; and 4.) operates under the supervision of a staff of one or more Doctors. Hospital also means a place that is accredited as a hospital by the Joint Commission on Accreditation of Hospitals, American Osteopathic Association, or the Joint Commission on Accreditation of Health Care Organizations (JCAHO). Hospital does not mean:

- a convalescent, nursing, or rest home or facility, or a home for the aged;
- a place mainly providing custodial, educational, or rehabilitative care; or
- a facility mainly used for the Treatment of drug addicts or alcoholics.

Illness wherever used in this Policy means sickness or disease of any kind contracted and commencing after the Effective Date of this Policy and Disablement covered by this Policy.

Injury wherever used in this Policy means accidental bodily injury or injuries caused by an accident. The Injury must be the direct cause of the loss, independent of disease, bodily infirmity or other causes. Any loss due to Injury must begin after the Effective Date of this policy.

Insured Person(s) means a person eligible for coverage under the Policy as defined in "Eligible Persons" who has applied for coverage and is named on the application and for whom the company has accepted premium. This may be the Insured Person or Dependent(s).

Medically Necessary or Medical Necessity means services and supplies received while insured that are determined by the Company to be: 1) appropriate and necessary for the symptoms, diagnosis, or direct care and treatment of the Insured Person's medical conditions; 2) within the standards the organized medical community deems good medical practice for the Insured Person's condition; 3) not provided solely for educational purposes or primarily for the convenience of the Insured Person, the Insured Person's Physician or another Service Provider or person; 4) not Experimental/Investigational or unproven, as recognized by the organized medical community, or which are used for any type of research program or protocol; and 5) not excessive in scope, duration, or intensity to provide safe and adequate, and appropriate treatment. . For Hospital stays, this means that acute care as an Inpatient is necessary due to the kinds of services the Insured Person is receiving or the severity of the Insured Person's condition, in that safe and adequate care cannot be received as an Outpatient or in a less intensified medical setting. The fact that any particular Physician may prescribe, order, recommend, or approve a service, supply, or level of care does not, of itself, make such Treatment Medically Necessary or make the charge of a Covered Expense under this Policy.

Mental and Nervous Disorder means any condition or disease listed in the most recent edition of the International Classification of Diseases as a mental disorder, which exhibits clinically significant behavioral or psychological disorder marked by a pronounced deviation from a normal healthy state and associated with a present painful symptom or impairment in one or more important areas of functioning.

Permanent Residence means the country where an Insured Person has his or her true, fixed and permanent home and principal establishment, and to which he or she has the intention of returning.

Physician as used in this Policy means a doctor of medicine or a doctor of osteopathy licensed to render medical services or perform Surgery in accordance with the laws of the jurisdiction where such professional services are performed, however, such definition will exclude chiropractors and physiotherapists.

Pre-existing Condition for the purposes of this Policy shall mean 1) a condition that would have caused a person to seek medical advice, diagnosis, care or Treatment 365 days prior to the Effective Date of coverage under this Policy; 2) a condition for which medical advice, diagnosis, care or Treatment was recommended or received during the 365 days prior to the Effective Date of coverage under this Policy; 3) expenses for a Pregnancy existing on the Effective Date of coverage under this Policy.

Reasonable and Customary means the maximum amount that the Company determines is Reasonable and Customary for Covered Expenses the Insured Person receives, up to but not to exceed charges actually billed. The Company's determination considers: 1) amounts charged by other Service Providers for the same or similar service in the locality were received, considering the nature and severity of the bodily Injury or Illness in connection with which such services and supplies are received; 2) any usual medical circumstances requiring additional time, skill or experience; and 3) other factors the Company determines are relevant, including but not limited to, a resource based relative value scale. For a Service Provider who has a reimbursement agreement, the Reasonable and Customary charge is equal to the amount that constitutes payment in full under any reimbursement agreement with the Company. If a Service Provider accepts as full payment an amount less than the negotiated rate under a reimbursement agreement, the lesser amount will be the maximum Reasonable and Customary charge. The Reasonable and Customary charge is reduced by any penalties for which a Service Provider is responsible as a result of its agreement with the Company.

Relative means spouse, parent, sibling, Child, grandparent, grandchild, step-parent, step-child, step-sibling, in-laws (parent, son, daughter, brother and sister), aunt, uncle, niece, nephew, legal guardian, ward, or cousin of the Insured Person.

Service Provider shall mean a Hospital, convalescent/skilled nursing facility, ambulatory surgical center, psychiatric Hospital, community mental health center, residential Treatment facility, psychiatric Treatment facility, alcohol or drug dependency Treatment center, birthing center, Physician, Dentist, chiropractor, licensed medical practitioner, Registered Nurse, medical laboratory, assistance service company, air/ground ambulance firm, or any other such facility that the Company approves.

Sickness means illness or disease contracted and causing loss commencing while the Policy is in force as to the Insured Person whose Sickness is the basis of claim. Any complication or any condition arising out of a Sickness for which the Covered Person is being treated or has received Treatment will be considered as part of the original Sickness.

Surgery shall mean an invasive diagnostic procedure; or the Treatment of Illness or Injury by manual or instrumental operations performed by a Physician while the patient is under general or local anesthesia.

Unexpected means not anticipated or expected and occurring after the effective date of the Policy.

Cultural Insurance Services International (CISI)
River Plaza • 9 West Broad Street • Stamford, CT 06902-3788
Phone: 203-399-5130 • Fax: 203-399-5596
claimshelp@culturalinsurance.com • www.culturalinsurance.com

CISI Medical Claim Form

Program Name or Policy Number: Indiana Wesleyan University, Policy # STB00990700

Instructions

Complete and sign the medical claim form, indicating whether the doctor/Hospital has been paid. Attach **itemized bills** for all amounts being claimed. When reimbursement of an expense is approved, it will be made to the provider of the service unless the bill is noted as having been paid by you. Payment will be in U.S. dollars unless otherwise requested. If payment is to you, it will be mailed to your U.S. address unless otherwise requested.

Submit form and attachments to Cultural Insurance Services International, River Plaza, 9 West Broad Street, Stamford, CT 06902-3788
For claim submission questions, call (203) 399-5130 or e-mail claimhelp@culturalinsurance.com.

Name _____ Date of birth _____

U.S. address _____

Overseas address _____ Country _____

E-mail address _____

Phone (_____) _____ Expected return date to U.S. _____

Date/place/time of Injury/Sickness/Accident _____

Description of Injury/Sickness/Accident *(Attach all itemized bills for all amounts being claimed)* _____

Have these doctor/Hospital bills been paid by you? yes no
I authorize payment to provider of service for medical services claimed yes no

CONSENT TO RELEASE MEDICAL INFORMATION

I hereby authorize any insurance company, Hospital or Physician to release all of my medical information to CISI that may have a bearing on benefits payable under this plan. I certify that the information furnished by me in support of this claim is true and correct.

WARNING: Any person who, knowingly or with intent to defraud or to facilitate a fraud against any insurance company or other person, submits an application or files a claim for insurance containing false, deceptive or misleading information may be guilty of insurance fraud.

Name (please print) _____

Signature _____ Date _____



Section II—Team Assist Plan (TAP)

The Team Assist Plan is designed by CISI in conjunction with the Assistance Company to provide travelers with a worldwide, 24-hour emergency telephone assistance service. Multilingual help and advice may be furnished for the Insured Person in the event of any emergency during the term of coverage. The Team Assist Plan complements the insurance benefits provided by the Medical Plan.

If you require Team Assist assistance, your ID number is: **01-AA-CIS-01133**. In the U.S., call (800) 872-1414, outside the U.S. call (1-609-986-1234) or e-mail medservices@assistamerica.com.

Emergency Medical Transportation Services

The Team Assist Plan provides services and pays expenses up to the amount shown in the Schedule of Benefits for:

- Emergency Medical Evacuation
- Return of Mortal Remains

All services must be arranged through the Assistance Provider.

Emergency Medical Evacuation

The Company shall pay benefits for Covered Expenses incurred up to the maximum stated in the Schedule of Benefits, if any Injury or covered Sickness commencing during the Period of Coverage results in the Medically Necessary Emergency Medical Evacuation of the Insured Person. The decision for an Emergency Medical Evacuation must be ordered by the Assistance Company in consultation with the Insured Person's local attending physician.

Emergency Medical Evacuation means: a) the Insured Person's medical condition warrants immediate transportation from the place where the Insured Person is located (due to inadequate medical facilities) to the nearest adequate medical facility where medical treatment can be obtained; or b) after being treated at a local medical facility, the Insured Person's medical condition warrants transportation with a qualified medical attendant to his/her Home Country to obtain further medical treatment or to recover; or c) both a) and b) above.

Covered Expenses are expenses, up to the maximum stated in the Schedule of Benefits, Emergency Medical Evacuation, for transportation, medical services and medical supplies necessarily incurred in connection with Emergency Medical Evacuation of the Insured Person. All transportation arrangements must be by the most direct and economical route.

Return of Mortal Remains or Cremation

The Company will pay the reasonable Covered Expenses incurred up to the maximum as stated in the Schedule of Benefits, Return of Mortal Remains, to return the Insured Person's remains to his/her then current Home Country, if he or she dies. Covered Expenses include, but are not limited to, expenses for embalming, cremation, a minimally necessary container appropriate for transportation, shipping costs and the necessary government authorizations. All Covered Expenses in connection with a Return of Mortal Remains must be pre-approved and arranged by an Assistance Company representative appointed by the Company.

The TAP offers these services

Medical assistance

Medical Referral Referrals will be provided for physicians, hospitals, clinics or any other medical service provider requested by the Insured. Service is available 24 hours a day, worldwide.

Medical Monitoring In the event the Insured Person is admitted to a U.S. or foreign hospital, the AP will coordinate communication between the Insured Person's own physician and the attending medical physician or physicians. The AP will monitor the Insured Person's progress and update the family or the insurance company accordingly.

Prescription Drug Replacement/Shipments Assistance will be provided in replacing lost, misplaced, or forgotten medication by locating a supplier of the same medication or by arranging for shipment of the medication as soon as possible.

Appendix T – IWU Travel Petition

INDIANA WESLEYAN UNIVERSITY

Petition for Travel to a Country Under a U.S. Government Travel Warning

INSTRUCTIONS:

- All travelers must complete Sections 1, 3, and 4; however, only team leaders and individuals traveling alone complete Sections 1, 2, 3, and 4.
- This petition must be completed and submitted to the Risk Management Office at least 60 days prior to the intended travel.

SECTION 1 <i>Completed by ALL travelers</i>			
Name:	IWU Status (student, faculty, staff, administrator, alumni, other):		
E-mail:	Phone:	Are you 18 years old or older? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Proposed Travel Location(s):	Number of Travelers:	Proposed Travel Period: <i>From:</i> _____ <i>To:</i> _____	
Reason for Proposed Travel:	<input type="checkbox"/> Study Abroad (semester) <input type="checkbox"/> Short-term travel class <input type="checkbox"/> Internship / Practicum <input type="checkbox"/> Humanitarian / Disaster Relief	<input type="checkbox"/> Mission / Evangelism <input type="checkbox"/> Medical Service <input type="checkbox"/> Teaching <input type="checkbox"/> Research	<input type="checkbox"/> Presentation <input type="checkbox"/> Other _____
The travel warning has been issued by:			
<input type="checkbox"/> U.S. Department of State <input type="checkbox"/> Center for Disease Control <input type="checkbox"/> Both agencies			
SECTION 2 <i>Completed by the team leader of a group, or by an individual traveling alone</i>			
Please explain why the proposed location is essential and why alternate locations are not viable options:			
Please review the State Department and/or Center for Disease Control travel warning and provide detailed information on the security/health situation in the country:			
PLEASE DESCRIBE THE PREPARATIONS TAKEN TO RESPOND TO THE SECURITY/HEALTH CONCERNS LISTED ABOVE:			
Please describe your communication plan with applicable fellow travelers, in-country partners, IWU, and emergency contacts:			
Please list your previous travel to the country and the duration of the visit(s):			

Please attach or provide below a detailed itinerary of your trip, including in-country travel:
Please describe all transportation while on the trip, including in-country travel. Are the providers insured?
Please describe your housing while in the country, including the security features of the facility:
If you are working with a travel partner, please provide the partner's U.S. and in-country contact information below:
SECTION 3 <i>Completed by ALL travelers</i>
Special Release and Assumption of Risk Form
All travelers must carefully read, understand, and sign the "Special Release of Legal Claims and Assumption of Risk for Travel to a Country Under a Travel Warning" form.
SECTION 4 <i>Completed by ALL travelers</i>
Petitioner's Signature
Name: _____ Date: _____

THIS SECTION FOR ADMINISTRATIVE USE ONLY			
Risk Management Review	Leadership Review		
		Approve	Deny
<input type="checkbox"/> Petition recommended for approval	Provost		
<input type="checkbox"/> Petition NOT recommended for approval	Chief Financial Officer		
	Unit Chief Executive Officer		

Appendix U – Assumption of Risk & Release from Liability (US-Domestic)



ASSUMPTION OF RISK AND RELEASE FROM LIABILITY ("Release")

I am signing this Release so that I can participate in the Activity described below:

_____ is arranging a field trip to _____
Department Name Activity Name or Location
for the purpose of: _____ on _____
Reason for Trip Date

I understand that my participation in this Activity is voluntary.

I understand that there are certain risks inherent in this Activity, including any associated travel, meal and lodging. These risks may include but are not limited to accidents; exposure to adverse weather conditions; theft, loss, or damage of personal property; war; quarantine; civil unrest; public health risks; criminal activity; terrorism; exposure to communicable diseases; ill effects of unfamiliar food and water; incidents related to ground, air or water transportation; physical, mental and emotional injuries; and catastrophic death.

I understand that Indiana Wesleyan University (hereinafter referred to as University) is not responsible for any loss or damage to person or property that I may suffer when I am traveling independently or I am otherwise separated or absent from any University sponsored activity. In addition, I understand that any travel that I do independently on my own before or after the conclusion of the Activity is entirely at my own expense and risk. If I become separated from the Activity group, fail to meet a departure airplane, bus or train, or become sick or injured, I will, to a reasonable extent, and at my own expense, seek out, contact and reach the group at its next available destination.

I confirm that I have resolved concerns, if any, about my health or ability to participate in or observe the Activity with my physician before deciding to participate.

I understand that University is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with Activity. I understand the University is providing these services only as a convenience to participants and that accordingly, University accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that University is not responsible for matters that are beyond its control. I acknowledge that University reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by University. I also acknowledge that University is not obligated to refund any fees if University cancels the trip as a result of any safety or health related issues as deemed necessary by University.

I agree to assume the risk that unexpected events may occur and result in harm, injury illness or death to me or damage to my personal property or effects while I am participating in or observing the Activity or while I am traveling to or from the Activity. I further agree to release and hold Indiana Wesleyan University, its Board of Trustees, and any of its employees harmless from any and all liability which could result from this Activity.

I agree that academic, disciplinary and/or medical records on file with the University (if any) will be available to cooperating institutions, and will be otherwise confidential to the extent provided by law.

If I require emergency medical treatment, please contact:

Name of Emergency Contact Person _____
Home Phone _____ Work Phone _____

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the licensed doctor rendering the treatment. I also agree that any medical expenses that I might incur due to my involvement in this Activity will be my responsibility.

I confirm that I received the Domestic Travel Participant Handbook, which is hereby incorporated and made a part of this Release, and all questions about the risks I am assuming have been fully answered to my satisfaction.

If any portion of this Release is held invalid, the rest of the document shall continue in full force and effect. The interpretation and performance of this Agreement shall be construed in accordance with the laws of the State of Indiana, and any litigation arising out of this Agreement shall be venued in the State of Indiana and shall be governed by the laws of the State of Indiana.

Participant Signature _____ Date _____

Participant Name _____
(printed)

Address: _____

Telephone: _____

Email Address: _____
(printed)

Appendix V – Assumption of Risk & Release from Liability (International)



ASSUMPTION OF RISK AND RELEASE FROM LIABILITY ("Release")

I am signing this Release so that I can participate in the Activity described below:

_____ is arranging a field trip to _____
Department Name Activity Name or Location
for the purpose of: _____ on _____
Reason for Trip Date

I understand that my participation in this Activity is voluntary.

I understand that there are certain risks inherent in this Activity, including any associated travel, meal and lodging. These risks may include but are not limited to accidents; exposure to adverse weather conditions; theft, loss, or damage of personal property; war; quarantine; civil unrest; public health risks; criminal activity; terrorism; exposure to communicable diseases; ill effects of unfamiliar food and water; incidents related to ground, air or water transportation; physical, mental and emotional injuries; and catastrophic death.

I confirm that I have resolved concerns, if any, about my health or ability to participate in or observe the Activity with my physician before deciding to participate.

I confirm that I have consulted the Center for Disease Control website at: www.cdc.gov/travel/ and reviewed its travel health recommendations, including routine, recommended and required vaccinations associated with this Activity. I assume sole and complete responsibility for my travel health and vaccinations.

If Activity occurs outside of the United States, I confirm that I have consulted the U.S. Department of State website at: <http://travel.state.gov> and reviewed its international travel information and travel tips specifically pertaining to this Activity.

I understand that Indiana Wesleyan University (hereinafter referred to as University) is not responsible for any loss or damage to person or property that I may suffer when I am traveling independently or I am otherwise separated or absent from any University sponsored activity. In addition, I understand that any travel that I do independently on my own before or after the conclusion of the Activity is entirely at my own expense and risk. If I become separated from the Activity group, fail to meet a departure airplane, bus or train, or become sick or injured, I will, to a reasonable extent, and at my own expense, seek out, contact and reach the group at its next available destination.

I understand that University is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with Activity. I understand the University is providing these services only as a convenience to participants and that accordingly, University accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that University is not responsible for matters that are beyond its control. I acknowledge that University reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by University. I also acknowledge that University is not obligated to refund any fees if University cancels the trip as a result of a United States Department of State travel advisory for the country of the Activity or as a result of any other safety or health related issues as deemed necessary by University.

I agree to assume the risk that unexpected events may occur and result in harm, injury illness or death to me or damage to my personal property or effects while I am participating in or observing the Activity or while I am traveling to or from the Activity. I further agree to release and hold Indiana Wesleyan University, its Board of Trustees, and any of its employees harmless from any and all liability which could result from this Activity.

I agree that academic, disciplinary and/or medical records on file with the University (if any) will be available to cooperating institutions, and will be otherwise confidential to the extent provided by law.

If I require emergency medical treatment, please contact:

Name of Emergency Contact Person _____
Home Phone _____ Work Phone _____

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the licensed doctor rendering the treatment. I also agree that any medical expenses that I might incur due to my involvement in this Activity will be my responsibility.

I confirm that I received the International Travel Participant Handbook, which is hereby incorporated and made a part of this Release, and all questions about the risks I am assuming have been fully answered to my satisfaction.

If any portion of this Release is held invalid, the rest of the document shall continue in full force and effect. The interpretation and performance of this Agreement shall be construed in accordance with the laws of the State of Indiana, and any litigation arising out of this Agreement shall be venued in the State of Indiana and shall be governed by the laws of the State of Indiana.

Participant Signature _____ Date _____

Participant Name _____
(printed)

Address: _____

Telephone: _____

Email Address: _____

Appendix W – International Travel Emergency Procedures

INTERNATIONAL EMERGENCY CONTACTS

PRIOR to traveling abroad, it is vital that you have an effective network of contacts that can provide immediate assistance in the event of an emergency. Please fill in the blanks in the following tables with current contact information. It is advisable that these contacts be entered into your phone before departure.

DESTINATION CONTACTS					
LOCAL / GOVERNMENT OPTIONS			TRANSPORTATION OPTIONS		
Entity	Phone	Address	Mode	Phone	Address
IWU Partner			Airport		
City or County 911 Equivalent			Airline		
Fire			Rent-A-Car		
Police			Bus Station		
Ambulance / Hospital			Taxi		
Outbound International Dialing Code			Boat / Ferry		
U.S. Consulate / Embassy*			Metro		
Internet Café			Train Station		
Attorney			Charter Bus		
Local Government / Visa Office			Other:		
Translator Service			Other:		
Red Cross			Other:		
Post Office			Other:		
Other:			Other:		

*Or the consulate / embassy of your country of citizenship

CAMPUS				PERSONAL	
Entity	Phone(s)	Email	Individual	Phone	
24-Hour IWU Campus Police	765 - 677 - 4911	campus.police@indwes.edu	Family:		
Campus Police Director	765-677-1989	chad.beights@indwes.edu	Family:		
Office of the Provost	765-677-3061	stacy.hammons@indwes.edu	Family:		
Director of University Communications	765-660-3661	Alan.miller@indwes.edu	Primary Care Physician		
Director, Risk Management	765-618-5095	neil.rush@indwes.edu	Other		
Risk Management Specialist	765-425-6884	tammy.mclaughlin@indwes.edu			
Health Center	765-677-2206	karen.aaron@indwes.edu	FELLOW TRAVELERS		
Counseling Center	765-677-2257	scott.erny@indwes.edu	Group Leader:		
Sexual Assault Victim Advocate	765-506-1391	katti.sneed@indwes.edu	Traveler:		
Program Director			Traveler:		
Coordinator of Education Abroad	765-506-1402	Ashley.demichael@indwes.edu	Traveler:		
U.S. State Dept. Emergency Services	202-501-4444	N/A	Traveler:		
U.S. Center for Disease Control (CDC)	800-232-4636	N/A	Traveler:		
Poison Control	800-222-1222	N/A	Traveler:		
Other:			Traveler:		
INTERNATIONAL INCIDENT REPORT:	http://www.indwes.edu/IncidentReport/		Traveler:		

INSURANCE			
PLAN	COVERAGE	CONTACT INFO	
Travel Insurance	Accident and sickness medical expenses; emergency medical transportation and evacuation; trip quarantine benefits; emergency medical reunions; security and/or political evacuations; natural disaster evacuations; and, travel assistance/concierge services, including, but not limited to document replacement, service referrals, and emergency finances.	Primary	Cultural Insurance Services International (CISI) Emergency Assistance Provider: TEAM ASSIST Policy Number: 16 STB009990703 Phone: (800) 472-0906 (calling toll-free from within the US) (817) 826-7143 (calling from outside of the US, collect calls accepted) TEAMASSIST@CULTURALINSURANCE.COM
		Secondary	Chubb Executive Assistance Plan: International Advantage Policy Number: PHFD37566925 Toll free outside U.S. and Canada – IDD + 800 766 8206 Outside U.S. and Canada 1-202-659-7777 (call collect) If toll free or collect not available outside U.S. IDD + 1 + 202 659 7777 www.chubbtravelapp.com Email: TravelApp@Chubb.com
International Vehicle Rental	Provides limited coverage for physical damage for rented or borrowed vehicles; ALWAYS TAKE OUT ADDITIONAL RENTAL VEHICLE INSURANCE.	ACE International Advantage Policy Number: PHFD37566925 Claim Reporting: 1-800-CLAIMS-0 (1-800-252-4670) USI-FirstNoticeOfLoss@ACEgroup.com	
Personal Health Insurance	Verify international coverage; see your Summary Plan Document	Insurance Company: ID #:	Group #: Plan #:
		Member Services Phone #:	

INTERNATIONAL TRAVEL EMERGENCY PROCEDURES

This **International Travel Emergency Procedures (ITEP)** guide is intended to serve as a quick reference guide for trip participants that are experiencing crisis situations while traveling abroad. The ITEP is to be used in conjunction with the **Emergency Contacts** guide to provide readily available action steps and people to assist in times of need.

IMPORTANT: the following Action Steps provide general guidelines only. The actual action steps taken will depend on the respective situation and the prudent use of common sense. In all situations, utilize the Standard Protocol below and when possible, incorporate the General Action Steps from the table.

STANDARD PROTOCOL							
1. Stay calm.							
2. Ensure the safety of all travelers at all times and at all costs.							
3. Communicate the crisis to appropriate parties – locally and globally. IWU handles all media and social network releases.							
4. Document everything throughout the crisis and report it on the <i>International Incident Report</i> .							

CRISIS CATEGORY	SITUATION / INCIDENT	GENERAL ACTION STEPS					
		Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Natural Disasters	Hurricanes, typhoons, earthquakes, floods, fires, etc.	Standard Protocol	Contact local emergency responders if necessary	Call US Embassy	Call CISI to discuss evacuation	Call Campus Police	Incident Report
Crimes	Physical Assault	Standard Protocol	Contact local Police	Seek medical care, if needed	Call Campus Police	If needed, call Counseling	Incident Report
	Sexual Assault	Standard Protocol	Contact local Police	Seek Medical Care ASAP and within 72 hours	Call Sex. Assault Victim Advocate	Call Campus Police	Incident Report
	Arrest / Questioning by Police	Standard Protocol	Contact US Embassy	Contact Attorney	Contact Campus Police	Incident Report	---
	Robbery / Theft	Standard Protocol	Contact local Police	Seek medical care, if needed	Call Campus Police	If needed, call Counseling	Incident Report
Medical	Hospitalization (of any kind)	Standard Protocol	Call Campus Police	Contact CISI	Do not leave patient: serve as advocate	Incident Report	---
	Accident / Injury	Standard Protocol	Seek medical care	Call Campus Police	Contact CISI	Do not leave patient: serve as advocate	Incident Report
	Quarantine	Standard Protocol	Contact CDC for guidance	Call Campus Police	Contact CISI	Incident Report	---
	Epidemic	Standard Protocol	Contact CDC for guidance	Call Campus Police	Contact CISI	Incident Report	---
	Serious Illness (Physical or Emotional)	Standard Protocol	Seek medical care	Call Campus Police	Contact CISI	Do not leave patient: serve as advocate	Incident Report
	Death of Traveler	Standard Protocol	Contact local Police	Contact Campus Police	Contact US Embassy	Contact CISI	Incident Report
Socio-Political	Civil / Political Unrest, Riots / Demonstrations, Terrorist Attack	Standard Protocol	Keep low profile	Contact US Embassy	Contact CISI to discuss evacuation	Notify Campus Police	Incident Report
	Military Coups	Standard Protocol	Keep low profile	Contact US Embassy	Contact CISI to discuss evacuation	Notify Campus Police	Incident Report
Disappearance	Abduction / Kidnapping	Standard Protocol	Notify local Police	Notify Campus Police	Keep phone lines open	Incident Report	---
	Lost or Missing Participant	Standard Protocol	Notify local Police	Notify Campus Police	Keep phone lines open	Incident Report	---
Environmental	Nuclear Hazards, Pollution, Water / Air Contaminants	Standard Protocol	Seek emergency care, if needed	Contact U.S. Embassy	Update Program Director	Contact CISI, if necessary	Incident Report
Technical	Communications Systems Failures, Power Failures	Standard Protocol	Conserve electronic device batteries	Use Satellite phone if necessary	Notify Program Director when possible	Incident Report	---
Property Damage	Rental vehicle damage; damage to other party's property	Standard Protocol	If injury, call ambulance	Call Campus Police	Contact Rental Company	Contact ACE	Incident Report
Personal	Lost / Stolen Documents	Standard Protocol	Notify local police	Call U.S. Embassy	Call CISI	Notify Program Director	Incident Report
	Disciplinary / Conduct Violation	Standard Protocol	Notify Res. Life	Notify Program Director	Notify Prov. Office	Incident Report	---
	Financial Hardship	Standard Protocol	Call Campus Police if P-card	Call CISI if personal	Call ACE if personal	Incident Report	---
	Death or catastrophic illness / injury of family member	Standard Protocol	Call Program Director	Contact Res. Life	If needed, call Counseling	Incident Report	---

Appendix X – Confidential Traveler Health Form

INDIANA WESLEYAN UNIVERSITY

CONFIDENTIAL TRAVELER HEALTH INFORMATION AND EMERGENCY CONTACT FORM

Information provided will be kept confidential in accordance with applicable privacy laws and handled with the highest level of discretion. Disclosures of personal health and education information will only be made to appropriate individuals in the event that you require medical assistance during your travels.



GENERAL TRAVELER INFORMATION					
Full Name:					
Date of Birth:		Gender:		IWU ID #:	
Street:					
City:		State:		Zip Code:	
Travel Destination(s)					
Phone number(s) where I can be reached during trip			Cell:		
Email address where I can be reached during trip:			Other(s):		
EMERGENCY CONTACT INFORMATION					
	Name	Home Phone	Cell Phone	Email	Relationship
1					
2					
3					
<i>In the event of a medical emergency, do you give consent to share your personal health information / status with:</i>				Contact 1? <input type="radio"/> Yes <input type="radio"/> No	
				Contact 2? <input type="radio"/> Yes <input type="radio"/> No	
				Contact 3? <input type="radio"/> Yes <input type="radio"/> No	
HEALTH INFORMATION					
YES	NO	Do you have any significant chronic medical conditions requiring on-going medical supervision and treatment, or have you had in the past any significant condition which is currently in remission? If yes, please explain:			
		Do you have any allergies that trigger significant reactions? If yes, please explain:			
		Do you believe you have a health condition or disability that may require reasonable accommodations during your travels? If yes, please explain:			
		Are you currently taking any prescription medications? If yes, please explain:			
		Are you currently being treated for a mental health condition (psychological or emotional)? If yes, please explain, listing your doctor/counselor's name and contact information:			
		Is there any additional information that would be beneficial for the University to be aware of during your trip? If yes, please explain:			
DECLARATION					
<ul style="list-style-type: none"> I certify that all responses on this health information form are true and accurate to the best of my knowledge. I will update this form prior to my trip if my health status changes. I certify that I have or will consult with my physician about the suitability of this trip in relation to my overall health. I understand that it is my responsibility to obtain the recommended immunizations for my destination (http://wwwnc.cdc.gov/travel/). I understand that the cost of medical attention on my trip is solely my responsibility, and not that of Indiana Wesleyan University. I understand that by signing this form, I am authorizing the University to disclose protected health and/or educational information to individuals and health care providers who would need to know in the event of a medical emergency. 					
Traveler Signature: _____				Date: _____	